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Palm Beach Community College  
LLRC  
4200 Congress Avenue  
Lake Worth, FL 33461 4076









CENTRAL



NORTH



SOUTH



GLADES

**PALM BEACH COMMUNITY COLLEGE**  
*The Bulletin 1989/90*

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# Student Calendar

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

## FALL TERM 1989-90

May 24 . . . . .Deadline for international student applications  
 August 17-22 . . . . .Orientation, advising and registration  
 August 22 . . . . .Deadline for regular admission for fall term  
 August 22 . . . . .Final day to withdraw with  
 100% refund, 3:00 p.m.  
 August 23 . . . . .Classes begin  
 August 23,24,25,28,29 . . . . .Days for correcting schedules  
 August 29 . . . . .Registration for senior citizens, 1:00-3:00 p.m.  
 August 29 . . . . .Final day to withdraw with  
 80% refund, 3:00 p.m.  
 September 4 . . . . .Labor Day holiday  
 September 8 . . . . .Final day to register for CLAST  
 September 27 . . . . .Final day to complete application  
 for graduation  
 October 7 . . . . .Administration of CLAST  
 October 17 . . . . .Final day to withdraw from an express  
 term class with 100% refund, 3:00 p.m.  
 October 18 . . . . .Student holiday  
 October 18 . . . . .Academic Development Day  
 October 19 . . . . .Eight weeks progress report period ends  
 October 19 . . . . .Express term classes begin  
 October 20 . . . . .Final day to withdraw from an express  
 term class with 80% refund, 3:00 p.m.  
 October 20 . . . . .Senior citizen express  
 term registration 1:00-3:00 p.m.  
 November 1 . . . . .Final day to withdraw from class with a "W"  
 November 1 . . . . .Final day to change from credit to audit  
 November 7-15 . . . . .Currently-enrolled students  
 register for winter term  
 November 16 . . . . .Final day to withdraw from an express  
 term class with a "W" or change to audit  
 November 16 . . . . .Final day to change from credit to audit  
 express term.  
 November 23,24 . . . . .Thanksgiving holidays  
 December 14,15,18 . . . . .Final examinations  
 December 19 . . . . .Grades due in Registrar's Office, 4:00 p.m.  
 December 19 . . . . .Commencement exercises

## WINTER TERM 1989-90

November 2 . . . . .Deadline for international student applications  
 January 3,4,5 . . . . .Orientation, advising and registration  
 January 5 . . . . .Deadline for regular admission for winter term  
 January 5 . . . . .Final day to withdraw with 100% refund  
 January 8 . . . . .Classes begin  
 January 8,9,10,11,12 . . . . .Days for correcting schedules  
 January 12 . . . . .Registration for senior citizens, 1:00-3:00 p.m.  
 January 12 . . . . .Final day to withdraw with 80% refund  
 January 15 . . . . .Great Americans' Day (student holiday)  
 January 15 . . . . .Academic Development Day  
 February 8 . . . . .Final day to complete application for graduation  
 February 9 . . . . .Final day to register for CLAST  
 March 2 . . . . .Final day to withdraw from an express term class  
 with 100% refund, 3:00 p.m.  
 March 5 . . . . .Academic Development Day (student holiday)  
 March 6 . . . . .Express term classes begin  
 March 6 . . . . .Eight weeks progress report period ends  
 March 7 . . . . .Final day to withdraw from an express  
 term class with 80% refund, 3:00 p.m.  
 March 7Senior citizen express term registration 1:00-3:00 p.m.

March 10 . . . . .Administration of CLAST  
 March 19 . . . . .Final day to withdraw from class with a "W"  
 March 19 . . . . .Final day to change from credit to audit  
 April 6 . . . . .Final day to withdraw from express term class  
 with a "W"  
 April 6 . . . . .Final day to change from credit to audit  
 express term.  
 April 10,11,12 . . . . .Spring break  
 April 13 . . . . .Easter holiday  
 April 16-20 . . . . .Currently-enrolled students  
 register for spring term  
 April 16-20 . . . . .Currently-enrolled students  
 register for summer term  
 April 23-27 . . . . .Currently-enrolled students  
 register for fall term  
 May 2,3,4 . . . . .Final examinations  
 May 7 . . . . .Grades due in Registrar's Office, 4:00 p.m.  
 May 7 . . . . .Commencement exercises

## SPRING TERM 1989-90

April 6 . . . . .Deadline for international student applications  
 May 4 . . . . .Final day to register for CLAST  
 May 8 . . . . .Deadline for regular admission for spring term  
 May 8 . . . . .Final day to withdraw with 100% refund  
 May 8 . . . . .Orientation, advising and registration  
 May 9 . . . . .Classes begin  
 May 9,10,14,15 . . . . .Days to correct schedules  
 May 15 . . . . .Registration for senior citizens, 1:00-3:00 p.m.  
 May 15 . . . . .Final day to withdraw with 80% refund  
 May 25 . . . . .Final day to complete application for graduation  
 May 28 . . . . .Memorial Day holiday  
 June 2 . . . . .Administration of CLAST  
 June 4,5,6,7 . . . . .Currently-enrolled students  
 register for summer/fall term  
 June 6 . . . . .Final day to withdraw from class with a "W"  
 June 6 . . . . .Final day to change from credit to audit  
 June 20 . . . . .Final examinations  
 June 20 . . . . .Grades due in Registrar's Office, 4:00 p.m.

## SUMMER TERM 1989-90

May 4 . . . . .Final day to register for CLAST  
 May 17 . . . . .Deadline for international student applications  
 June 2 . . . . .Administration of CLAST  
 June 21 . . . . .Deadline for regular admission for summer term  
 June 21 . . . . .Final day to withdraw with 100% refund  
 June 21 . . . . .Orientation, advising and registration  
 June 25 . . . . .Classes begin  
 June 25,26,27,28 . . . . .Days to correct schedules  
 June 28 . . . . .Registration for senior citizens, 1:00-3:00 p.m.  
 June 28 . . . . .Final day to withdraw with 80% refund  
 July 4 . . . . .Independence Day  
 July 5 . . . . .Final day to complete application for graduation  
 July 16,17,18,19 . . . . .Currently-enrolled students  
 register for fall term  
 July 19 . . . . .Final day to withdraw from class with a "W"  
 July 19 . . . . .Final day to change from credit to audit  
 August 6 . . . . .Final examinations  
 August 6 . . . . .Grades due in Registrar's Office, 4:00 p.m.  
 August 6 . . . . .Commencement exercises

# General Information

## HISTORY

Palm Beach Junior College became Florida's first public community college in 1933 as the result of a number of conferences among civic leaders led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, Principal of Palm Beach High School. It was, in the beginning, a coeducational, day-student junior college, with primary emphasis on preparation for upper-division work in colleges and universities.

For the first 15 years, the College scheduled classes at Palm Beach High School, where Mr. Watkins served as Dean of the College, as well as Principal of the high school.

In February, 1948, under the leadership of its first president, Dr. John I. Leonard, the College moved to a 21-acre site at Morrison Field, then a deactivated World War II Air Force base, and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the College to move to the Town Hall at Lake Park, where it carried on a curtailed program for five years.

The Palm Beach County Commission donated the present 114-acre site of the College in 1956, and the State legislature voted \$1,047,000 for buildings. The College began to build its first permanent campus.

In 1958, Dr. Leonard retired, and Dr. Harold C. Manor assumed the duties of President. Under Dr. Manor's leadership, the College experienced outstanding growth in enrollment, staff, course offerings and services to the community. Many technical/vocational courses and programs were developed, and the College continued to strengthen its reputation for academic excellence.

In 1965, students and faculty of Roosevelt Junior College, a public junior college for black students located in West Palm Beach, integrated into Palm Beach Junior College.

July 1, 1968, the College, which had been governed by the Palm Beach County Board of Public Instruction, came under the legal custodianship of the Palm Beach Junior College District Board of Trustees.

In the early 70's, attendance centers opened at Belle Glade, Boca Raton, and in northern Palm Beach County. In June, 1976, groundbreaking of the first buildings at PBJC Glades took place. Classes began in the new facility January, 1978.

In 1978, after 21 years of outstanding leadership, Dr. Harold C. Manor retired, and Dr. Edward M. Eissey, a PBJC graduate, became the College's third president. Vigorous expansion of educational programs, increased cooperation with business and industry, unflagging zeal in pursuit of College objectives at both County and State levels are hallmarks of Dr. Eissey's administration.

Groundbreaking for the first building for PBJC North on a 108-acre campus on PGA Boulevard took place July, 1980, and first phase buildings were opened for use June, 1982.

In the spring of 1971, selected courses for PBJC South were first offered on the Florida Atlantic University campus. A formalized agreement was enacted in the fall of 1973 bringing the South Center into existence. In the fall term, 1983, PBJC South used portable classroom buildings located on a site leased from Florida Atlantic University in Boca Raton. In 1986, State funding for the first permanent classroom building was provided.

In 1988, the Board of Trustees approved President Edward M. Eissey's recommendation for a name change from Palm Beach Junior College to Palm Beach Community College to reflect more accurately the broad scope of College programs and services.

Over the years, Palm Beach Community College has built a reputation for quality education in Palm Beach County. The College offers 76 two-year Associate in Arts Degree programs and over 49 two-year Associate in Science Degree programs. Eighteen non-degree certificate programs provide training for employment. Ongoing Continuing Studies courses upgrade job skills, and personal enrichment seminars are frequently offered.

## PHILOSOPHY

Palm Beach Community College provides quality education based on high academic standards and the needs of the people of Palm Beach County. Individual responsibility is highly valued, and each student is encouraged to utilize available resources to pursue academic and personal success. The College holds as its highest priority an academic environment of excellence conducive to lifelong learning, where individuals can attain knowledge and develop skills and attributes necessary to meet effectively the challenges of a dynamic world.

## Chapter 1

## MISSION

Palm Beach Community College is a public, equal-access institution governed by a local Board of Trustees under statutory authority and rules of the Florida State Board of Education and the Florida State Board of Community Colleges. Its mission is to provide:

- Academic programs that award an Associate in Arts degree;

- Technical/vocational programs that award an Associate in Science Degree and professional certificates;

- Courses and special programs to retrain and upgrade employment skills;

- Preparatory instruction for students needing academic development to succeed in college-level work;

- Continuing studies and community service programs which address special education, community development, cultural and economic needs.

- Student, business and planning/information services that support and supplement the instructional programs.

## ACCREDITATION

Palm Beach Community College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The College is an active member of the American Association of Community and Junior Colleges, the Florida Association of Community Colleges, the Florida Association of Collegiate Registrars and Admissions Officers.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years university parallel work at Palm Beach Community College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

## PBCC FOUNDATION, INC.

The PBCC Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of the Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are re-

ceived; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individuals and agencies within the community.

The Foundation consists of many active volunteer committees, such as: President's Club; North, South, Glades Foundation; Planned Giving; Public Communications/Advertising; Alumni; Legislative; Performing Arts; and Specialized Fund Raising.

## SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM

Currently, 16 colleges and universities in Palm Beach, Broward, Dade and Monroe Counties are included within the Southeast Florida Educational Consortium geographic area, and 12 institutions are formal members. More than 160,000 students annually attend Consortium institutions at the undergraduate, graduate and doctoral levels.

Consortium leadership emphasizes, as a major goal, the continuing need for mutual cooperation among all segments of higher education in the region. Through the Consortium, the presidents of the public and private/independent colleges and universities address key issues concerning the future development of higher education in Florida in a cooperative and comprehensive manner, including the establishment of complementary agendas and system-wide statements of educational priorities. Consortium institutions share common aims and objectives to enhance the teaching-learning process among all members.

The Consortium is governed by a Board of Directors composed of the presidents of the educational institutions who fund the organization. In 1988, the SFEC Board of Directors voted to continue its essential functions and services under the auspices of the South Florida Coordinating Council. All committees, projects, activities and agreements which were self-sufficient were continued. Members of the SFEC became members of the SFCC, with the presidents of the consortium colleges and universities forming a specialized unit operating under the umbrella of the SFCC and serving on the SFCC Committee or task force of choice. SFCC-EC will promote public/private funding of higher education; will develop internships within the offices and member corporations of SFCC; and plan other activities identified by the presidents.

Florida International University, Broward Community College and Miami-Dade Community College are founding mem-

bers of the Southeast Florida Educational Consortium established in 1976. Nine additional institutions are currently members of the Consortium, including Barry University, Florida Atlantic University, Florida Memorial College, International Fine Arts College, Miami Christian College, Nova University, Palm Beach Community College, St. Thomas University and the University of Miami.

The Southeast Florida Coordinating Council — Educational Consortium office is located at 1108 Kane Concourse, Suite 302, Bay Harbor Islands, FL 33154, telephone 305/863-3400.

## PALM BEACH COMMUNITY COLLEGE DISTRICT

The entire Palm Beach Community College District (Palm Beach County) is considered by the Board of Trustees to be the campus of the College. Attendance centers, in different parts of the county, and in different stages of development, serve the citizens of the area where they are located. Central administration and full facilities for all courses offered by the College are at the Central Campus at Lake Worth.

### CENTRAL

The Central Campus is located on 114 acres of the table-top flat land of South Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to the shores of Lake Osborne, west of the City of Lake Worth.

Under development since 1956, the campus now consists of 25 buildings, (plus or minus three or four depending on what is considered to be a separate "building"), with a book value of more than \$24 million. Replacement value would be much higher.

Covered walkways connect all except three of the one-, two-, and three-story classroom buildings. All programs are accessible to handicapped students.

The Central Campus is being built to a designed capacity of 5,000 full-time students, and student enrollment levels are now approaching that number.

Satellite attendance centers are operated when needed at 14 different locations in the east-central part of the PBCC District.

The mailing address of the Central Campus is Palm Beach Community College, 4200 Congress Avenue, Lake Worth, Florida 33461-4796. The telephone number is 407/439-8000.

### GLADES

Palm Beach Community College Glades

was established in 1972. It opened the doors of its new campus in the Winter Term, 1977-78.

Palm Beach Community College Glades has two modern buildings on its 40-acre campus. Facilities include 12 classrooms, laboratories, a library-learning resources center, and administrative and faculty offices. All general education classes are taught on campus as well as business programs for vocationally-oriented students. A variety of workshops are open to the community.

Inquiries specifically involving attendance at the Glades Campus should be addressed to:

Director, Glades Campus  
Palm Beach Community College  
1977 College Drive  
Belle Glade, Florida 33430-3699  
Telephone: 407/996-3055  
West Palm Beach Telephone: 407/  
439-8160

**The Dolly Hand Cultural Arts Center** is a 470-seat theater located on the Palm Beach Community College/Glades Campus. The theater is available for rent by individuals and organizations in the area for lectures, meetings and cultural performances. On an average, twice-monthly performances are scheduled for the theater, September to June for the Glades community.

Besides the fall and spring series programs, the Dolly Hand Cultural Arts Center also offers a "Theater for Schools" from October through April. All students of the area are invited to attend special performances for a nominal fee.

#### **NORTH**

Palm Community College North, located in Palm Beach Gardens, opened in May of 1982 as a permanent, full-time operation. Located on 108 acres, PBCC North offers a diverse selection of both credit and continuing studies courses, individualized learning labs, cooperative education activities, and a myriad of special support services geared toward student success.

PBCC North programs are designed to prepare a student for transfer to a university or for immediate placement in jobs. Students may complete programs on North Campus or take a mixed schedule of classes between PBCC North and Central. Offered are an Associate in Arts (AA) Degree and Associate in Science (AS) Degree which includes Legal Assistant and Respiratory Care training.

Continuing studies courses include the Small Business Development Center (SBDC), the Job Training Partnership Act

(JTPA) and the Instructional Design Center (IDC). The Individualized Manpower Training Systems (IMTS) is a vocational program which offers employability skills training and academic assistance in English, mathematics and reading. The system includes diagnostic testing and individualized prescriptions based on each student's vocational goal. The program is nongraded, and a student may enroll any time a need for the service is identified. Located within the Center for Personalized Instruction (CPI), the IMTS Lab offers its services to anyone with a high school diploma or a GED certificate.

Florida Atlantic University (FAU) has some temporary administrative and classroom space on North campus until their permanent facility is constructed on the site.

PBCC North personnel stand ready to help any student or potential student at its location at 3160 PGA Boulevard, Palm Beach Gardens, Florida 33410-2893 or by telephone 407/622-2440. Hours are from 7:30 a.m. until 9:00 p.m., Monday through Thursday; and from 7:30 a.m. until 4:00 p.m. on Friday.

#### **SOUTH**

Since the fall of 1972, Palm Beach Community College and Florida Atlantic University have been working cooperatively to offer programs in south Palm Beach County. From modest beginnings in

1972, the South Campus curriculum now includes almost all college transfer programs, and a number of vocational/technical offerings, as well as continuing studies and special training courses. Palm Beach Community College South is presently located on 50 acres within the FAU campus. Administrative and faculty offices are located on this site, and it is here that the majority of the South Campus classes are conducted for its approximately 2,000 students.

Cooperative programs utilizing dual enrollment in Palm Beach Community College and FAU presently offer opportunities for a four-year baccalaureate degree on one campus. These include programs in science, data processing/engineering, business, mathematics, and others. Palm Beach Community College offers the South Campus student a wide choice of curriculum and use of some of FAU's facilities, including the W.E. Wimberly Library.

A multiphased master plan has been designed and approved for future South Campus development. Construction of the general classroom building is underway, and the remainder of the permanent facilities will follow.

The address is Palm Beach Community College South, 500 N.W. 20th Street, Boca Raton, FL 33431. The telephone number is 407/367-2200.



## FALL AND WINTER OFFICE HOURS

*Spring and summer term hours may vary and all campuses are closed on Fridays. Belle Glade Campus is closed summer term.*

### CASHIERS

Central Campus	439-8020
Monday-Thursday	8:00AM-8:30PM
Monday-Friday	8:00AM-4:00PM

Belle Glade Campus	439-8160/996-3055
See Bookstore hours below	

North Campus	622-2440
Monday-Thursday	8:00AM-5:00PM*
Friday	8:00AM-4:00PM

\*Fees can be paid in the bookstore after 5:00PM.

South Campus	338-2209
Monday-Thursday	8:00AM-8:00PM
Friday	8:00AM-4:00PM

*Hours are subject to change during registration.*

### BOOKSTORE

Central Campus	439-8033
Monday-Thursday	8:00AM-8:30PM
Friday	8:00AM-3:30PM

*Hours subject to change during registration and first week of classes.*

North Campus	622-2440 #344
Monday-Thursday	8:00AM-8:30PM
Friday	8:00AM-3:30PM

Belle Glade Campus	439-8160/996-3055
Monday-Friday	8:00AM-4:00PM
Additional hours during registration	6:30AM-8:00PM

### FINANCIAL AID

Central Campus	439-8060
Monday-Thursday	8:00AM-7:00PM
Friday	8:00AM-4:00PM

Belle Glade Campus	439-8160/996-3055
Monday-Friday	8:00AM-4:00PM
Monday-Thursday	6:45PM-8:00PM

North Campus	622-2440
Monday-Thursday	8:30AM-8:30PM
Friday	8:00AM-4:00PM

South Campus	338-2205
Monday	12:00N-7:00PM
Thursday-Friday	8:00AM-4:00PM

### JOB PLACEMENT CENTER

Central Campus	439-8151
Monday-Friday	8:00AM-4:00PM
Appointments Preferred	

### LIBRARY

Central Campus	439-8116
Monday-Thursday	7:30AM-9:00PM
Friday	7:30AM-4:00PM

Belle Glade Campus	439-8160 #21
Monday-Friday	7:45AM-4:00PM
Monday-Thursday	6:00PM-9:00PM

North Campus	622-2440 #340
Monday-Thursday	7:00AM-9:00PM
Friday	7:00AM-4:00PM

### PARKING DECALS

Parking decals can be purchased in the Security Office during regular business hours, Monday-Friday from 8:00 a.m. to 9:00 p.m. at a cost of \$5 per semester. Spring and summer terms require only one decal which costs \$5. A decal purchased during fall term at a cost of \$10 is good for one year, including spring and summer term.

### REGISTRAR/ADMISSIONS/COUNSELING

Central Campus	
Monday-Thursday	8:00AM-8:30PM
Friday	8:00AM-4:00PM
Registrar 439-8100/Admissions 439-8102/ Counseling 439-8174	

Belle Glade Campus	996-3055
Monday-Thursday	7:45AM-8:00PM
Friday	7:45AM-4:00PM

North Campus	622-2440
Monday-Thursday	7:30AM-9:00PM
Friday	7:30AM-4:00PM

South Campus	338-2200
Monday-Thursday	8:00AM-8:00PM
Friday	8:00AM-4:00PM

### SECURITY

Central	439-8035
Monday-Friday	8:00AM-9:00PM
In the event of an emergency when the Security Office is unoccupied, please ring the call button located next to the door, and wait for the officer.	

## Student Services

It is the desire of Palm Beach Community College to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. Student Services Office works in partnership with Academic Affairs and other components of the College in developing programs and activities to meet this end. Various student services are available on each campus, with the Vice President of Student Services giving districtwide leadership and direction in this area.

One condition of enrollment at the College is that the student maintains good deportment and is law abiding. The Vice President of Student Services and Campus Provosts, with the assistance of the Directors of Student Services and other college personnel, are responsible for interpreting and enforcing school policies, rules and regulations that apply to students.

### LISTING OF STUDENT SERVICES AND ACTIVITIES:

1. Admissions
2. Academic Advisement
3. Assemblies
4. Athletics
5. Career Planning
6. Clubs and Organizations
7. Counseling
8. Financial Aid
9. Health Services
10. Housing
11. Information
12. Insurance
13. Intramurals
14. Job Placement
15. Lost & Found
16. Orientation
17. Placement Tests
18. Recruitment
19. Registration
20. Retention and Completion
21. Student Handbook
22. Student Publications
23. Testing Services
24. Veteran Affairs

### ACADEMIC ADVISEMENT

On the Central Campus, arrangements for academic advising will be made for all entering students who have declared a major field of study by the various division chairpersons and program managers during orientation. At the Central Campus, students who do not declare a major are academically advised by one of the student services counselors until a major is declared. At the appointed time, advice

and information will be given to the student regarding what subjects are necessary to accomplish a certain major, as well as graduation from college. During the school year, academic advisors will be available in their offices to assist the students in working out their academic programs for the coming term. Students are encouraged to maintain contact with academic advisors in order to be absolutely sure they are taking the right courses needed for graduation in their chosen major or transfer to their preferred university. Students bear the ultimate responsibility for course selection.

### ASSEMBLIES

Lectures, musical and dramatic productions, and other assembly programs are provided by the College.

### ATHLETICS

Palm Beach Community College has achieved national recognition through intercollegiate athletics. Opportunities for participation are offered for both men and women in a variety of sports that include basketball, baseball, golf, tennis, softball and volleyball. Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the program operates. The athletics program provides for the highly-skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation. Handicapped students are encouraged to try out for teams on which they might successfully participate.

### CAREER PLANNING

A Career Center is located on the Central Campus. This center provides students the opportunity to participate in various career search programs through which they may explore their interests, values and abilities, and obtain information on the working world and career opportunities. Various workshops and seminars are offered each term.

Career counseling is offered on all four campuses by professional counselors who have a variety of resource materials for use in assisting the students.

### CLUBS AND ORGANIZATIONS Student Governance

Each of the campuses has a student government group: Student Government Association (SGA) on Central Campus; Student Activity Committee on the North

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and Glades Campuses; and the Student Advisory Board on the South Campus. These groups are designed to provide guidance and direction to the student body, develop student programs and activities and promote student involvement, develop positive working relationships between various segments of the College, and provide students with opportunities to develop and exercise leadership skills. Each government group elects an executive committee that does much of the planning for the organization. You are encouraged to become an active participant in your student government body.

## Student Organizations

Palm Beach Community College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures for the establishment and sanctioning of a special interest group. A list of such groups now sanctioned is printed below.

### South Campus

1. Science Club
2. Art Club (Kappa Pi)
3. Business Club (Phi Beta Lambda)
4. Christian Fellowship
5. Phi Theta Kappa  
(Academic Honor Society)
6. Black Student Union
7. Student Advisory Board

### Glades Campus

1. Phi Theta Kappa
2. Black Student Union
3. Student Activities Committee

### North Campus

1. Phi Theta Kappa
2. Phi Beta Lambda
3. Journalism Club  
(Beachcomber-North)
4. International Students
5. Student Activities Committee
6. Debate Club

### Central Campus

1. Student Government Association
2. Phi Theta Kappa
3. Delta Epsilon Chi (Marketing Club)
4. Student Music Education Assoc.
5. Student Nurses Association
6. Early Childhood Education
7. Black Student Union
8. LaCouture (Fashion Club)
9. Students for Int'l. Understanding
10. Circle K
11. Hospitality Unlimited  
(Food Services Club)
12. Performing Musical Groups:  
Concert Band  
Brass Ensemble  
String Ensemble  
Woodwind Ensemble



Percussion Ensemble  
Music Theatre Guild  
Student Music Educator's  
National Conference  
Concert Choir  
Jazz Ensemble  
Pacesetters  
Saxophone Ensemble  
Trombone Choir  
Cheerleaders  
Beachcomber  
Young Republicans  
SADD  
Pep Club  
Drama Club (Phi Rho Pi)  
Christian Activities Club

To hold office in a student organization, a student must have a minimum 2.0 Grade Point Average at the beginning of his/her tenure of office and must achieve a minimum 2.0 average during each semester of his/her stay in office.

To be a member of an academic honor society, a student must have at least a 3.2 average.

## COUNSELING SERVICE

Student Services counseling staff is on duty on all four campuses during day and evening hours to provide counseling, academic advising, and career information.

## LOST AND FOUND

An effort is made to obtain lost and found items. Individual owners are notified if possible. Lost articles may be claimed at the Security Office.

## STUDENT PUBLICATION

**THE BEACHCOMBER.** *The Beachcomber*, the College newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. *The Beachcomber* has earned many state and national awards in recent years. The main office for the *Beachcomber* is located on the Central Campus, but there is a North Campus edition that is published periodically.

## ORIENTATION

Days are designated for orientation programs prior to the beginning of each term. A review of College policies, programs, and activities will be presented to assist the student in making the transition to college life. All new students to the College are expected to participate.

## STUDENT HANDBOOK

All regulations and policies pertaining to student conduct are listed in the Student Handbook. Copies are available in Student Services on each campus.

## HEALTH SERVICES

The following services are available in the Central Campus Student Health Clinic which is staffed by a licensed nurse.

- Health counseling by appointment
- First aid treatment
- Student accident insurance application and claims forms
- Liaison with health agencies and personnel
- Health screening programs
- CPR and multimedia first aid instruction
- Physical education medical waivers

Student Services on other campuses provide some health referral services.

In case of serious accident or illness, the family doctor and/or the parents, guardian or next of kin are notified immediately by the Student Services Office.

**Acquired Immune Deficiency Syndrome Policy (AIDS):** AIDS is a dreaded disease with no known cure. The underlying pathology of AIDS is a breakdown of the body fluids that cause infection. The greatest risk of becoming infected lies in the sharing of intravenous needles and syringes or exposure through intimate contact with an AIDS victim. There is no evidence that AIDS can be spread by casual contact. For further information about AIDS and how to safeguard yourself against this fatal disease, contact the Student Health Clinic or one of the Student Services counselors.

**Measles Immunization:** It is strongly recommended that all students under the age of 35 years, who have not had measles (rubella) or who were immunized for this disease before 1965, obtain measles immunization prior to attending college. Immunization can be obtained in the following Health Department Clinics from 2 p.m. to 4 p.m., Monday through Friday:

Delray Beach  
Lake Worth  
Belle Glade  
Riviera Beach  
West Palm Beach

**Accidents and Illness:** All accidents should be reported to a college official immediately. In case of injury or illness, competent first aid should be sought immediately. Call the College Nurse, Campus Security, or the Office of Student Services, or if the situation warrants, call

for paramedic emergency assistance by dialing 911.

## HOUSING

A list of available housing and landlords who will rent to students without regard to race, color, creed or national origin, may be obtained from the Student Services Department at Central Campus. Students and parents are advised to thoroughly investigate all housing facilities before undertaking any obligations. The College has no dormitory facilities and has no responsibility for agreements between landlords and students.

Students without cars, especially international students, should finalize housing arrangements at least one month before date of registering.

## INSURANCE

It is suggested that entering students consider applying for accident insurance while enrolled at PBCC, inasmuch as the College assumes no responsibility should an accident occur. Envelopes and information may be obtained in the Health Clinic (Central) or Student Affairs Office. Enrollment period is limited to 20 days after first day of classes each semester.

## INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are sponsored by the Student Affairs Department. These activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing, and officiating.

PBCC maintains an active membership in the National Intramural and Recreational Sports Association.

## JOB PLACEMENT

The Job Placement Program provides current information on job opportunities in the local area, maintaining a close working relationship with the State Employment Office. Written materials, counseling and seminars are provided on resume writing, sitting for an interview, and various other aspects of securing employment.

## TESTING SERVICES

The Testing Center, located on the Central Campus, provides a location for students to participate in various testing programs and a test-scoring service to faculty. A variety of national and state exams such as the CLEP, ACT, SAT, Dental Technician Test, COPA Test, CLAST and

State Teachers Exam are administered. Application and information for these and other tests are available.

Test services may be obtained on the other campuses through the counseling personnel.

## VETERANS AFFAIRS

The college is State-approved for veterans' training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply to the Veterans' Section of the Counseling Services Office.

Upon enrollment, veterans and veteran dependents are required to pay all regular fees and charges just as other students; the exceptions are precertified Chapter 31 students (disabled vets under vocational rehabilitation). Any VA student may receive one deferment per year to pay his fees by completing the appropriate forms at the Veterans Section of the Registrar's Office and taking them to the Cashier's Office. Veterans who choose to defer their fees and fail to pay by the due date will be treated as other students who have failed to pay fees. Upon certification by the College and Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

Time	Regular Term	Six-Week Term
Full.....	12 or more hrs.	(Depends on specific courses)
3/4.....	9-11 sem. hrs.	
1/2.....	6-8 sem. hrs.	
Fees Only..	1-5 sem. hrs.	

Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the tenth of each month.

## STANDARDS OF PROGRESS FOR VETERAN STUDENTS

Palm Beach Community College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration Regulations:

(1) Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records must show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course, and record of enrollment in subjects from which there was a withdrawal.

(2) Complete academic records are maintained on previous college level academic training and these records indicate the amount of credit accepted which proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken, and grades earned.

(3) A veteran or other eligible student will be subject to the attendance criteria covered elsewhere in this catalog.

(4) Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their quality point average is not:

Sem. Hours Attempted	Grade Pt. Average
1 - 14	1.4
15 - 27	1.6
28 - 45	1.8
46 and over	2.0

(5) If the appropriate quality point average has not been attained after one semester

on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status are also sent when a student withdraws during a term or changes status.

(6) Unsatisfactory progress will be reported when a student accumulates punitive grades (F's) equivalent to more than the minimum number of credit hours considered to be full time (12).

The coordinator of Veterans Affairs is located in the Counseling Services Office, Tel. 407/439-8108 or 407/439-8109.

## STUDENT RETENTION AND COMPLETION

Information about student retention and completion in each of the academic programs is available to students in the Registrar's Office, Student Services Office, Career Development Center, and Division Chairpersons' Offices. The availability of this information satisfies the Federal requirement regarding dissemination of

student consumer information as outlined in the Notice of Proposed Rule Making, published in the Federal Register of April 8, 1977 on page 18749, paragraph 178.5 (f), (g), (h).

## RELIGIOUS OBSERVANCES POLICY

Palm Beach Community College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students.

Students are expected to make arrangements with teachers and other appropriate college personnel prior to an anticipated religious observance.

A student who is denied accommodation may appeal to the supervisor of the faculty or staff member who made the denial and up through the administration. The student has the right to a hearing before an impartial committee upon request. The Vice President for Student Services will coordinate the committee.



# Financial Aid

Financial aid, consisting of scholarships, grants, loans and student assistantships, is available to assist deserving and qualified students in attending Palm Beach Community College. Nearly all aid is given on the basis of need determined through financial analysis done by ACT, CSS, and PELL. (Forms for these are available at the Financial Aid Office.)

Application and completed financial analysis must be on file in the Office of Financial Aid. An official award of financial aid cannot be made until an application for admission to Palm Beach Community College has been approved; however, a student should not wait for a notice of admission before submitting an application for financial aid. Application for financial aid should be submitted as soon as possible after January 1. Application will be considered according to the availability of funds and need. A new application for financial assistance for all programs must be submitted each year.

## STANDARDS OF PROGRESS FOR STUDENTS RECEIVING PELL, SEOG, WORKSTUDY, STUDENT LOANS

In accordance with Federal regulations, students participating in any of the Federal Financial Aid Programs offered through Palm Beach Community College will be subject to the following Standards of Academic Progress. These Standards shall also apply to State Aid Programs and shall be effective as of the 1984 fall semester for all financial aid recipients, including those who received assistance prior to August, 1984.

To be considered to be making satisfactory academic progress, the student must maintain the following minimum standards:

Sem. Hours Attempted	Grade Pt. Average
1 - 14	1.4
15 - 27	1.6
28 - 45	1.8
46 and over	2.0

In addition to grade point average, the student must successfully complete the number of academic credits per semester as indicated below:

- A full-time student or one who enrolls in 12 or more academic credits during a semester must earn at least eight of those credits.
- A three-quarter-time student or one who enrolls in nine-to-11 credits dur-

ing a semester must earn at least six of those credits.

- A half-time student or one who enrolls in six-to-eight academic credits during a semester must earn at least four of those credits.

Full-time students shall be eligible to receive financial aid for a maximum of eight academic semesters. Part-time students eligibility time frame shall be in direct proportion to that of full-time students.

Students who fail to satisfactorily meet the stipulated Standards of Academic Progress shall be placed on Financial Aid Academic Probation for one semester, during which time they will continue to be eligible for financial aid.

Students who fail to satisfactorily meet the stipulated Standards of Academic Progress by the end of their Financial Aid Probation period shall be placed on Financial Aid Suspension. A student on Financial Aid Suspension is not eligible to receive financial aid until such time as the suspension is lifted and the student is reinstated.

Students who have been suspended from receiving financial aid may have their eligibility reinstated in one of the following ways:

- Through an appeal procedure.
- By meeting the Standards of Academic Progress through enrolling in courses at the College without the benefit of financial aid.

A student under Financial Aid Suspension may appeal suspension by submitting a written statement to the Financial Aid Director. The Financial Aid Director will review the appeal and determine whether there are mitigating circumstances that might justify lifting the suspension. If the Financial Aid Director denies the appeal, the student may further appeal by submitting a written statement to the Financial Aid Committee requesting a review of the case.

If the suspension is lifted, the student's status reverts to Financial Aid Probation for an additional semester. Following this second probationary period, the student shall not be eligible for further financial aid until such time as the Standards of Academic Progress are satisfactorily met.

**EMERGENCY LOANS.** A loan fund has been established to permit a student from \$10-to-\$100 on an emergency basis. Loans are made only to students in good standing and cannot be used for registra-

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tion fees. Freshmen must wait until after the first progress reports to be eligible. Loans must be repaid no later than two weeks before final examinations in the term in which the loan is made. A two percent service fee is charged on all emergency loans.

## **GUARANTEED STUDENT LOANS.**

Through Federal assistance, loans covering a student's needs are available through banks, savings and loan agencies, credit unions and the state. Application and financial statement must be submitted to the College to review and then submitted to the lending agency by the student. Eight percent simple interest begins after the student leaves college,

and repayment may be made over a 10 year period.

**PARENT LOANS AND SUPPLEMENTAL LOANS.** A Federally-sponsored program enables parents and independent students to borrow up to \$4,000 per academic year to a total of \$20,000. The present maximum interest rate for these loans is 12 percent, but interest rates may change, so check with your lender.

## **STUDENT EMPLOYMENT**

**COLLEGE WORK-STUDY PROGRAM.** Through Federal assistance, campus employment is available to students who demonstrate need and qualify for this program.

**STUDENT ASSISTANTS AND THE PACER EMPLOYMENT PROGRAM.** A number of part-time-on-campus jobs are available to students who do not qualify under the College Work-Study Program. Financial need is not a primary factor, but some jobs require special skills.

## **SCHOLARSHIPS AND GRANTS**

Many scholarships and grants are available to students through college, State and Federal funds and through the generosity of individuals and private organizations. These scholarships are awarded on the basis of need, special talents and academic achievement.

Students seeking athletic scholarships should contact the Director of Athletics.

Music grants are awarded on the basis of auditions through the music department.

**PRESIDENT'S SCHOLAR AWARDS.** President's Scholar Awards are scholarships given to Palm Beach County high school graduates in recognition of outstanding performance as evidenced by their being ranked in the top 10 percent and have a 3.0 grade point average in their graduated class. The names of high school students who are ranked in the top 10 percent and have 3.0 grade point average are requested from each school principal. (Participating high schools have to meet accreditation criteria required by PBCC).

**PELL GRANT.** A Federally-sponsored program of aid is available for full-time and part-time students (minimum six hours enrollment). The amount of award based on family income is determined by a contractor of the Federal Office of Education.

**SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS.** A Federally-sponsored program provides a minimum \$200 for especially needy students.

**FLORIDA STUDENT ASSISTANCE GRANT.** Awards are made by the State of Florida for students who are residents of Florida and have demonstrated financial need.

**GRADUATING SOPHOMORE SCHOLARSHIPS.** Between 26 and 30 scholarships, varying from \$100-to-\$2,000, are available for graduates of Palm Beach Community College going on to upper division. A 3.0 GPA average is required in most cases, and need is an important factor.

## **LOANS**

While unnecessary borrowing is not encouraged if other forms of aid are available, loans are a major source of student financial aid.



# Admissions

## ADMISSION PROCEDURES

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

### 1. ADMISSION FORMS

Complete the application form in detail, sign the residence affidavit, and forward completed application and fee to the Admissions Office with designated transcripts.

### 2. TRANSCRIPTS

Send the transcript form to the high school last attended and request that your transcript be sent immediately to the PBCC Admissions Office.

If you have attended college elsewhere, you must submit official transcripts from all colleges attended, rather than the high school transcript. Please send transcripts directly to the PBCC ADMISSIONS OFFICE. All previous work attempted will be used in computing cumulative grade point average.

### 3. MEASLES IMMUNIZATION

The College strongly recommends that all credit and noncredit, part-time and full-time students under 35 years of age who have not had measles (rubeola) or were immunized for measles before 1965, obtain a measles immunization prior to attending PBCC.

### 4. PLACEMENT TESTS

All first-time-in-college, degree-seeking freshmen are required to take the ACT or SAT and have their scores reported to PBCC.

Results of this test are used in the academic advising process to help place students into proper levels of English, mathematics and reading courses and are not otherwise used for admission to the College. Students are to register in courses as indicated by the test results. The ACT is offered five times a year on national test dates in October, December, February, April and June.

Residual testing on specifically scheduled dates is available for those not taking the ACT on national test dates. Residual test information will be included in the acceptance letter.

**Transfer Students** from accredited colleges who have completed their English and mathematics requirements prior to entering Palm Beach Community Col-

lege are not required to complete the ACT.

### 5. ACCEPTANCE OF STUDENTS

Upon completion of all forms, if you are eligible to be admitted, you will receive an acceptance letter from the Admissions Office, along with dates for orientation, registration and final testings.

Any student falsifying application records will be subject to immediate dismissal without refund.

### 6. NONDEGREE FORMS

The non-degree form may be used only in those cases where it is not necessary for the student's previous academic records to be on file. The non-degree form shall not be used with degree-seeking or certificate-seeking students or with students seeking any type of financial aid (Social Security, Veteran benefits, Federal grant, scholarships, etc.) and it shall not be used in lieu of a high school transcript.

## ADMISSION CRITERIA

### CERTIFICATE OF GRADUATION

Palm Beach Community College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is recognized by its state university, and from any accredited college or university.

Candidates for admission who have graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, may not be admitted to Palm Beach Community College if, in the opinion of the Admissions Appeals Committee, they will not be able to meet the academic standards expected of students at PBCC.

### STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

Applicants who are at least 18 years of age may qualify for this diploma upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education, which is an official testing center for the State Department of Education. The GED Test MUST be taken in English.

Students 18 years of age or older who do not possess a high school diploma or GED may be admitted as a special student. Upon completion of the first 12 semester hours, if at least a 2.0 cumulative grade point average is attained, the stu-

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dent shall be admitted to A.S. Degree or certificate programs that do not require a high school diploma or GED.

### ADMISSION POLICIES

Palm Beach Community College does not discriminate on the basis of race, color, ethnic status, national origin, sex, or handicapped status in admissions, educational programs, or other College programs and practices.

In order to maintain the College ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the Registrar.

One of the conditions for entrance into Palm Beach Community College is that the student gives his authorization for the College to release transcripts to governmental and educational institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Community College for a period of two years, who has previously been expelled from a junior college or university within a two-year period for unlawful possession, sale or use of a narcotic drug, or for campus disruptions.

### ADMINISTRATIVE DIRECTIVE ON ENTRY-LEVEL TESTING

In the spring of 1979, the Florida Legislature enacted CS/HB 1689, a bill designed to improve the quality of college education in Florida. The two goals of the bill were: 1. To ensure that students entering their freshman year are correctly placed so that they can acquire essential college-level communications and computational skills. 2. To ensure that students entering the junior year have acquired those communications and computational skills essential to success in upper division programs.

As a consequence, all first-time-in-college, degree-seeking students must present scores from either the SAT or ACT. As shown on the following chart, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college-preparatory courses. Students placed into the college-preparatory program will be allowed three semesters to complete each subject area.

Each advisor will use this information for placement of a student in mathematics, English or reading classes.

1. Beginning fall term 1982, the American College Test (ACT) shall be the preferred test used in the initial placement of students in mathematics, English and reading

courses. Scores on the Scholastic Aptitude Test (SAT) will be accepted.

2. Each first-time-in-college student entering a credit program shall be tested for placement purposes.
3. Students who test into the college preparatory program shall begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and should continue to enroll in college-preparatory courses until all preparatory requirements are completed.
4. College preparatory courses in mathematics, English and reading shall be graded pass or no pass and will be six contact hours per week.
5. The entry-level test cutoff scores come to us from the Commissioner's Office and the State Board of Education and were effective fall 1985. In addition to the cutoff scores for college prep, course scores for advising into other courses have been identified.
6. The cutoff scores for the ACT/SAT for mathematics, English and reading courses shall be those given in the following table:

#### ACT/SAT SCORES FOR SPECIFIC COURSES

##### REA 1001 College Preparatory

###### Reading-Level I

ACT 1-13 SAT 0-399

##### REA 1002 College Preparatory

###### Reading-Level II

ACT 1-13 SAT 0-399  
And completion of REA1001 with a grade of P or adequate score on PBCC placement test

##### ENC 1080 English (College Preparatory)

ACT 1-13 SAT 0-29

##### ENC 1101 Freshman Communications I

ACT 14 and above SAT 30 and above

##### ENC 1102 Freshman Communications II

Completion of ENC 1101 with grade C or better

##### ENC 1121 Honors English

ACT 23 and above SAT 49 and above

##### MAT 1000 Mathematics (College Preparatory)

ACT 0-12 SAT 0-399

##### MAT 1024 Mathematics Elementary Algebra

ACT 13-up  
AND completion of MAT 1000 with a grade of P or adequate score on PBCC placement test

##### MGF 1103 General Education Mathematics I

##### MGF 1104 General Education Mathematics II

##### MAT 1033 Intermediate Algebra

ACT 13-19 SAT 400-449

AND one year of high school algebra, OR completion of MAT 1024 with grade of P

##### MAT 1104 College Algebra

###### STA 2014 Statistics

ACT 20 and above SAT 450 and above

AND two years of high school algebra OR MAT 1033

##### MAT 2233 Survey of Calculus

ACT 23 and above SAT 480 and above

AND two years of high school algebra OR MAT 1104

##### MAT 2311 Calculus & Analytic Geometry I

ACT 27 and above SAT 540 and above

AND MAT 1114

Student may be placed in a course lower than indicated by test score but not in a higher one.

7. Prospective students should take the ACT on one of the five national test dates established by the ACT Corporation. Applications may be secured from any high school guidance office or the Palm Beach Community College Testing Center. It takes approximately five weeks to receive scores from a national test date. Students who cannot meet deadline dates for national testing may take the ACT on the Palm Beach Community College Campus on specific dates, prior to each registration period. Please contact the Testing Center for dates and times. The student will bear the cost of the test.
8. College preparatory courses (ENC 1080, MAT 1000, MAT 1024). These courses, if assigned through placement testing, must be completed in addition to all course requirements in the program you choose. Reading may also be required. (REA 1001, REA 1002).

### HIGH SCHOOL DUAL ENROLLMENT

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County high school to enroll concurrently in courses offered by Palm Beach Community College. Specially-selected students receive up to seven college credits each fall and winter term and up to four credits during the spring and summer terms. Credits can also be applied toward high school graduation.

Any Palm Beach County high school student, presently in tenth, eleventh, or twelfth grade, who wishes to enroll, must have the following:

1. A minimum of 3.0 high school grade point average
2. An adequate ACT or SAT score to qualify for college-level English and mathematics
3. A recommendation/approval from parent, high school counselor, and principal
4. An expressed intention to pursue a college degree.

Qualified students must obtain a Dual Enrollment Permission Form from their high school guidance counselor. This completed form must be submitted to the Registrar's Office at Palm Beach Community College, along with a regular PBCC application form for admission. A new dual enrollment form will be submitted for each term enrolled. The student must then register for any of the PBCC courses offered at the high school site, or with special permission from the high school principal, any course offered on the College campus. Courses not included are those remedial in nature or any of which are duplicates of courses available at the high school and all physical education courses.

Students in this program are encouraged to enroll in day classes, but may enroll in evening classes. They are responsible for their own transportation.

Dually enrolled students are considered to remain essentially high school students, and it is the responsibility of the students and high school to ensure that requirements for graduation from high school are met.

Students who are dual enrolled will not be permitted to participate in College activities.

## EARLY ADMISSION

High school seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Community College. In some instances, credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized.

## ADVANCED PLACEMENT

It is the policy of Palm Beach Community College to grant college credit to a student who presents a score of 5, 4 or 3 on

one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Community College is transferable to Florida institutions of higher education participating in a statewide agreement.

## TRANSFER STUDENTS

A student is classified as a transfer student if he has previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities must request that official transcripts be sent directly to the Registrar's Office from each college or university attended.
2. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Community College.
3. Transfer students enrolling in either the spring or summer term, who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of a transcript. However, if they wish to continue attendance in Palm Beach Community College, they must file a complete transcript of their academic record from the other college(s) in order to meet admission.
4. Students transferring from an institution of higher learning which is not accredited by the association of that area, but has candidacy status, are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Community College, the student will be given credit for acceptable courses which were transferred.
5. Palm Beach Community College accepts on transfer only those courses completed at other institutions with grades of D or higher. Out-of-state transfer students must have a cumulative GPA of 2.0 or higher. All courses on the transcript are considered in calculating quality point average for student standing and for meeting graduation requirements. D grades cannot be used in Areas I, III and IV of General Education requirements.
6. Any student who has been suspended for disciplinary reasons at any college or university must be cleared for admission through the Admissions Appeals Committee.

## TRANSFER CREDIT

Transfer credit may be accepted from degree granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. Provisions may be considered when an institution appeals the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the Registrar has the prerogative not to accept all or any part of the previously earned credit.

## TRANSIENT STUDENTS

Students currently attending other colleges or universities who plan to enroll at Palm Beach Community College as a visiting student for the spring or summer term should complete Palm Beach Community College Application Forms, or if they have previously been students at PBCC, a reactivation form. An official college transcript or a letter of good standing must be mailed directly to the Registrar's Office.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Community College.

## INTERNATIONAL STUDENTS

Palm Beach Community College is authorized under Federal law to enroll non-immigrant alien students. The College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for international students are:

1. Applications must be submitted at least three months prior to the anticipated enrollment if the applicant plans to attend with an F-1 (student) visa.
2. International transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to at least U.S. high school graduation.
3. International applicants whose native language is not English must present evidence of proficiency in speaking, writing, and understanding the English language by submitting a score of 500 on the Test of English as a Foreign Language (TOEFL). This (TOEFL) is administered by ETS, the Education Testing Service, Princeton, New Jersey 08450, U.S.A. The applicant must assume responsibility for making arrangements directly with ETS to

take the examination and must request the results to be sent to the Admissions Office at PBCC. Successful completion of level 108 or higher at an American Institute of Higher Learning Language Center or a score of 70 on the MTELP (Michigan Test) may be accepted in lieu of the Test of English as a Foreign Language.

4. Applicants must present a statement from a local sponsor indicating that they will assume responsibility for housing accommodations and transportation.
5. International student applications must provide an Affidavit of Support since students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. These funds must be available prior to the time the student registers for each term. No financial aid is available to international students, although limited funds for emergencies are sometimes made available by local community organizations through the Financial Aid Office.
6. International applicants transferring from any postsecondary institution must have at least a 2.0 GPA, be in status with immigration, and be in good standing (i.e. eligible to continue at or return to their present institution).
7. Medical Insurance is required of all international students and can be provided through the college's Health Services Department.

International students must be full-time day students while enrolled at Palm Beach Community College, and are expected to complete the two-year program in two years.

Applicants will be notified by the Counseling Services Office of their acceptance and will then be provided with Form I-20 as required by the United States Immigration Service

## DUAL COLLEGE ENROLLMENT

A currently-enrolled student at Palm Beach Community College may not attend another institution, except with permission from the Registrar's Office of Palm Beach Community College.

Credit will not be granted by Palm Beach Community College if a student is enrolled in another college without permission during the same session. The Palm Beach Community College registration will be cancelled, and there will be no refund of fees.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the Dean of their college to attend PBCC. Forms may be obtained in the Registrar's Office, Florida Atlantic University or Palm Beach Atlantic College.

## READMITTED STUDENTS

A student who wishes to return to Palm Beach Community College for day classes after an absence of one or more terms should:

- (1) Obtain and complete a readmission form from the Office of the Registrar.
- (2) File for additional forms or transcripts necessary to update admission records.

An acceptance letter will be issued upon completion of items one and two.

## SENIOR CITIZENS

Senior citizens are a welcome part of the student body at Palm Beach Community College, in both day and evening classes. A Board Policy designed to encourage even fuller use of the College by senior citizens is given in detail in the "PBCC FEES" section.

## HANDICAPPED STUDENT SERVICES

Palm Beach Community College is making efforts to comply with all laws and regulations applicable to qualified handicapped individuals as required in Section 504 of the Rehabilitation Act of 1973.

College personnel are aware of the kinds of problems handicapped students face and are eager to help solve them.

A common effort has been undertaken to make College facilities and services available and useful to students with physical and other types of disabilities.

A variety of support services are available at the College. These services include: reader, notetaker, and interpreter services, tutors (for learning disabled), special equipment for various handicaps, or testing or extra time, job placement and career counseling.

Information about the accessibility and facilities of campus buildings, classroom assistance, parking, and schedule accommodations is available.

Chapter 86-194 Laws of Florida allows for academic substitutions to be made for eligible handicapped students. The process can be started by contacting the campus coordinator for disabled students.

It is helpful to identify needs before registration. Please inquire at the Student Health Clinic or at the Career Development Center on the Central Campus, and at the Student Services Office on the other campuses.

## STUDENT RESIDENCE CLASSIFICATION

A student's residence classification is determined at the time of his first registration at Palm Beach Community College. Students may change to resident student at the change of term after having their legal domicile in the State of Florida for 12 months. To change to resident student, a Declaration of Domicile must be on file in the Registrar's Office prior to the first class meeting.

## RESIDENT STUDENT

A student is considered to be a resident student when he (or, if a minor, his parent(s) or legal guardian) has been a permanent resident of the State of Florida for at least 12 months preceding enrollment at Palm Beach Community College. Legal papers proving guardianship must accompany the application.

## RESIDENT ALIEN AND OTHERS

Students who are permanent residents of the United States, refugees, or parolees must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the State of Florida 12 months immediately preceding the first day of class. International students and others with non-immigrant visas cannot be considered for in-state residency.

## OUT-OF-STATE

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration, he will be classed as an Out-of-State tuition fee. (Proof of guardianship is required.) Employees of the School Board of Palm Beach County or of Palm Beach Community College who are themselves students at PBCC and who wish to request a waiver of Out-of-State tuition fees may obtain the proper form from the County Superintendent's Office or from the College.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

College credit may be awarded for acceptable scores on the College Level Examination Program tests developed by

the Educational Testing Service, Princeton, New Jersey.

Students presenting official transcripts of acceptable scores will be awarded a maximum of 45 semester hours of credit. Twenty-one hours may be earned through the following general examinations: **Natural Sciences, Mathematics, Humanities, and Social Sciences and History.** Additional credits may be earned through various subject examinations.

Effective August 1, 1983, Palm Beach Community College no longer gives credit for English through the CLEP general examination in English Composition or the English Composition with Essay.

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institution to which he expects to transfer and determine the acceptability of this credit.

## DEPARTMENTAL AND SPECIAL COURSE EXAMINATIONS

Students who have been admitted to the College may take, where available, special credit course examinations by paying the current matriculation fee. This fee is not refundable. Any credit earned will be reported to the student but will not be placed on his/her transcript until after the student has registered. If the student drops during the first five days of the semester, the credit will not be granted.

## MILITARY SERVICE CREDITS

Palm Beach Community College grants credit for United States Armed Forces Institute (USAFI) College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use the USAFI GED for admission.

Palm Beach Community College grants no credit for military service, military schools or for USAFI courses.

## NONDISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or handicapped status in admissions, educational programs, or other programs and practices.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or deportment. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the Vice-President of Student Affairs.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs, or for campus disruption.

The College District Equity Coordinator is Joseph M. Schneider, 4200 Congress Avenue, Lake Worth, Florida 33461, Phone Number 439-8018. His responsibilities include all areas of discrimination or alleged discrimination of protected classes.

## RELEASE OF TRANSCRIPTS

In being admitted to the College, the student authorizes the College to release transcripts to governmental and educational agencies as might be appropriate.

## SPECIALIZED PROGRAMS

All students must complete the five steps listed under Admission Procedures. Additional requirements for certain specialized programs are listed in the Programs section of this catalog. Requirements must be completed **BEFORE** admission to College.

# Chapter 5

## Academic Policy

### ATTENDANCE, WITHDRAWAL, AND CHANGE-OF-GRADE PROCEDURES

Punctual and regular attendance is expected of students in all courses and course activities for which they are registered. Any class session missed, regardless of cause, reduces the opportunity of learning and frequently affects adversely the grade the student achieves in a course. A student is required to attend at least 90% of the class meetings to re-

ceive credit for the course. An accurate record of attendance and tardies will be kept for each class. If a student misses as much as one-third of a class, he will be counted absent. Three tardies will be counted as one absence.

If, for some unavoidable reason, a student should have to miss a class session, it is the student's responsibility to contact the teacher immediately to determine what measures can be taken to maintain the continuity of the course. Students will

be granted excused absences in cases of substantiated emergencies such as confining illness, serious accident or death of a very close relative. The teacher will decide on the validity of the excuse and make-up work.

Any student who misses more than 10 percent of the class meetings after the last day of Drop and Add for a particular course will receive a grade of WX or F, unless the teacher, because of extenuating circumstances, permits the student to remain in the course, or unless the student completes an official withdrawal form. An official withdrawal would entitle the student to a grade of W.

A student, when officially representing the College, such as on a field trip, shall not be counted absent, provided prior notice is given the teacher and the work is made up.

To withdraw from a class without penalty or to change from credit to audit, a student must properly complete the process before the end of the tenth week of the fall or winter term, or before the end of the fourth week of the spring or summer term. Students who are enrolled in classes starting and ending on non-traditional dates will have up to 60 percent of the class meeting to drop the course or change to audit.

Incomplete grades must be removed within 30 calendar days after the first scheduled day of classes in the subsequent fall or winter term or they are automatically changed to F.

A teacher's change of grade for a course taught in the fall term must be completed before the end of the following winter term. Any grade changes for classes taught in the winter term, spring term, or summer term must be completed before the end of the following fall term.

## ABSENCE FROM EXAMINATIONS

Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3 will be charged for a special term examination and a fee of \$2 for a special announced test given during the term.

## GRADING

### GRADING SYSTEM

The following grading system is used in Palm Beach Community College:

- A — Excellent
- B — Good
- C — Fair
- D — Poor but Passing
- F — Failure
- N — No Pass

- P — Pass
- I — Incomplete
- W — Withdraw
- AU — Audit
- NC — Non-credit Course
- WX — Withdrawn for Excessive Absences

### GRADE POINT AVERAGE

The grade point average is determined by dividing the total quality points earned by the total semester hours attempted. Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average.

### GRADE REPORTS

Grade reports are sent to students at the end of the term; a progress report is given the student at midterm. The only grades officially recorded are those issued at the end of the term.

### ACADEMIC HONORS LIST (DEAN'S LIST)

The Academic Honors List shall be published for all campuses at the end of each major term. All students who have made an average of 3.0 or more (B or above) while carrying a full academic load within a term shall have their names placed on the Academic Honors List.

### ACADEMIC HONORS LIST OF PART-TIME STUDENTS

The Academic Honors List of Part-Time Students shall be published for all campuses at the end of the winter term. All students accumulating 12 or more credits during consecutive terms (fall and winter) and who have made an average of 3.0 or more (B or above) for those two terms of the academic year shall have their names placed on the Academic Honors list for Part-Time Students.

### ACADEMIC PROBATION

Palm Beach Community College is responsible for providing a student with the best possible education in both an economical and efficient manner. To achieve this, the College requires each student to maintain reasonable academic progress.

Any student not maintaining the following standards of progress will be placed on academic probation. Probation will be continued as long as the student fails to achieve the standard set for the number of hours attempted.

Any student on academic probation will be limited in his/her course load to a maximum of 12 semester hours during the fall and winter terms and four semester

hours during the spring and summer terms.

## STANDARDS OF PROGRESS

Sem. Hours Attempted	Grade Pt. Average
1 - 14	1.4
15 - 27	1.6
28 - 45	1.8
46 and over	2.0

Probation will be figured at the end of each school term (spring and summer terms will be considered as one term for semester system).

A committee on probation will be appointed by the College President to pass on any appeal cases.

## GENERAL ACADEMIC POLICIES

### STUDENT CONDUCT

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the College are formulated by the District Board of Trustees, administration and the faculty of the College. Each student, by the act of registering, obligates himself to obey rules and regulations formulated by the College.

## SECURITY OF STUDENT RECORDS

### 1. INSPECTION OF RECORDS

#### A. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (The Buckley Amendment) the student records at PBCC (located in the Office of the Registrar) are open for inspection only by the student or parents of dependent students (as defined by Section 152 of the Internal Revenue Code) and as per Paragraph #99.31 of the Buckley Amendment:

- School officials who have legitimate educational interests.
- State educational authorities.
- Federal and State officials representing State or Federal programs.
- Persons having written authorization for release.
- Officials in compliance with judicial orders.

#### B. Viewing the Record

- Permanent records are never

permitted out of the Office of the Registrar.

2. Students may view their records at the counter in the presence of office personnel.
3. Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

## 2. PRIOR CONSENT FOR DISCLOSURE OF RELEASE OF RECORDS

### A. Copies of Material in Record

1. Transcripts are released only upon written consent of the student or parents of dependent student (as per Paragraph #99.30 of the Buckley Amendment).
2. A \$2 fee for each copy must accompany each request.
3. If a student or parent of dependent student cannot have access to the record (i.e., lives too far away), copies may be made and the fee schedule for transcripts (A.2) will be applied. (As per Paragraph #99.11 of the Buckley Amendment).

- B. The Privacy Act classifies the following as "Directory Information" which may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released:

1. Address (not over the telephone)
2. Dates of attendance
3. Date and place of birth
4. Major field of study
5. Weight and height of members of athletic teams
6. Degrees and awards received
7. Educational institution attended

A student must submit to the Registrar's Office a written notice stating which of the above items are not to be released to the general public.

- C. Palm Beach Community College forwards education records on request to a school in which a student seeks or intends to enroll.

## 3. RIGHT TO HAVE AND PROCEDURE FOR CONDUCTING A HEARING

- A. If a student feels that there is an error in the permanent record, the student should contact the Office

of the Registrar to arrange for a hearing.

- B. A hearing will be conducted accordingly as per Paragraph #99.22 of the Buckley Amendment.

1. The hearing will be within a reasonable period of time after the request is received.
2. The parent or eligible student shall be given notice of date, place and time reasonably in advance.
3. A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

## UNPAID ACCOUNTS

Unpaid student accounts to the College will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

## PREREQUISITES

A student who registers for any course for which the student has not completed the prerequisites must consult with the chairperson of the division offering the course. The chairperson may make the decision to remove the student from the course, move the student to the prerequisite course, or allow the student to remain in the course.

## REGULATION CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the College.

## REPEATED COURSES AND ACADEMIC AVERAGE

Only the last attempt of a repeated course is used in quality point average computation. The forgiveness policy pertains only up to the time of the awarding of the AA Degree and does not extend beyond that time.

## CORRESPONDENCE COURSES

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally-accredited institution.
- (2) The minimum grade C was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Community College does not offer correspondence courses.

## AIDS POLICY

The College will allow students with Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct threat to other students, employees or the general public.

If it is determined that a student who has AIDS, ARC or has tested HIV positive appears to pose a threat to other persons, the condition will be reviewed by a College committee consisting of the Vice President of Student Services, two college employees in the health care field, and one other administrator, counselor or faculty member appointed by the President. The Committee will review the facts and recommend to the President whether or not action should be taken. The Committee will consider "reasonable accommodation" if it is determined that some type of action is required.

The Committee will take reasonable measures to safeguard the confidentiality of medical records or other information it has obtained.

The Student Handbook will provide information related to AIDS education or identify where additional AIDS education may be obtained.

## FRESHMEN AND SOPHOMORES

A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. When the student has completed less than 24 hours of credit, the student is a freshman.

## FULL-TIME STUDENT

A student is considered a full-time student when he is carrying 12 or more semester hours of credit. A spring or summer term student must carry four semester hours in each six-week term to be considered full-time during that term. Although audit courses carry no credit, they are counted as part of the student's load. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, noncredit subjects cannot be counted but must be taken in addition to the required number of credit hours. Insti-

tutorial credits (i.e. college preparatory classes) are calculated to determine whether a student is full-time.

### AUDITORS

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but are not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled. Regular tuition fees apply.

### COLLEGE LEVEL ACADEMIC SKILLS TEST

The State of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida Statutes and the State Board of Education.

The CLAST is administered three times each year and must be taken during the student's last term prior to graduation or transfer. All students completing Associate in Arts Degree programs and Associate in Science Degree programs who are seeking admission to upper-division programs in a state university in Florida, as well as university students who are completing their sophomore year, must take this test. Students who do not take and pass this test will not be awarded the Associate in Arts Degree. Admission to a state university may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984, must meet the standard scores established by the State Board of Education:

	Reading	Writing	Computation	Essay
Aug. 1, 1984 to July 31, 1986	260	265	260	4
Aug. 1, 1986 to July 31, 1989	270	270	275	4
Aug. 1, 1989 and thereafter	295	295	295	5

### INCOMPLETE WORK

Incomplete grades are changed to F automatically if not made up within 30 calendar days after classes begin in the subsequent fall or winter term.

### STUDENT LOAD

Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Academic Honors List of the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during the fall or winter term and nine semester hours during the spring or summer term.

### GRADUATION REQUIREMENTS

General requirements for graduation from Palm Beach Community College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts Degree or the Associate in Science Degree rests with the student. \*

\*See preceding material on "Essential Skills" and also "College Level Academic Skills Test" in Student Services section of Bulletin.

Students have the option of graduating under either the catalog in force at the time they enter the College, or the catalog in force at the time they complete requirements for a degree; however, if their attendance is interrupted, they must graduate under the catalog in force when they are re-admitted. (Six-week spring or summer sessions are not included in determining uninterrupted attendance.)

1. Students must complete 62 semester hours with 60 semester hours of academic work exclusive of occupational courses.
2. All students must earn the last 15

credits at PBCC. Neither transfer nor CLEP credits satisfy this residence requirement. In all cases, graduation must follow a term in which the student is in attendance. Dates for the final application for graduation are listed in the College calendar in the Bulletin. It is the responsibility of the student to meet the deadline.

3. A cumulative grade point average of not less than 2.0 or C must be achieved for all work attempted by all students and a 2.0 cumulative grade point average for all work at PBCC.

All students must have a minimum of 2.0 GPA for all courses attempted in order for them to be awarded a program certificate.

4. All regular students will be required to complete two semester hours in physical education activity. Exceptions to this requirement are: Adults who have reached their thirty-fifth birthday, veterans with two years of service of other than reserve, and students enrolled in certain specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.

The waiver is for physical education courses only and does not affect the total number of hours for graduation; therefore, two additional hours of college work must be completed in lieu of the courses that were waived.

Two semester hours credit physical education courses are for Physical Education majors only and will not satisfy graduation requirements for other majors.

5. The Health course General Education requirement may be met by HSC2200, Life Science and Health. This General Education requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the current matriculation fee.
6. Students must make formal application for graduation on the form furnished by the Registrar and filled out by the academic advisor.
7. Participation in graduation exercises is expected of all graduates who are eligible for graduation. The application must be presented and the graduation fee paid at the time the student registers for his final term.

8. General Education requirements are specified under Associate in Science and Associate in Arts above. Completion of General Education requirements cannot be certified until all other requirements of the degree have been met.
9. To obtain full benefit of articulation agreements between Palm Beach Community College and Florida State University System, a student must fulfill all graduation requirements for an Associate in Arts (AA) Degree.
10. The Articulation Agreement between Florida colleges and universities states that after August 31, 1972, students receiving an A.A. Degree must have 60 semester hours of

**ACADEMIC WORK EXCLUSIVE OF OCCUPATIONAL COURSES.** General Education certification of an approved program of not less than 36 semester hours is required.

11. Any student who is granted college credits for courses, or experiences in settings other than college level, will not be granted the credits until 15 college credits have been taken at PBCC. Credit by examination will not be considered to accrue toward the 15 college credits.
12. Graduation with an Associate in Arts Degree requires passing all four sections of CLAST. Passing scores will be announced by the State of Florida each year. Responsibility for taking and passing the CLAST rests with the student.

## Tuition and Fees

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check, he/she will be required to pay all future fees by cash, money order, or certified check. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration; one for registration and one which may be used to purchase books and supplies. All fees are subject to change by action of the Board of Trustees.

### BASIC FEE SCHEDULE

Student fees at Palm Beach Community College have been established by the Board of Trustees effective as follows:

In-State Students (Florida Residents)  
\$24.50 per semester hour-all terms.  
Out-of-State Students  
(non-Florida Residents) Tuition Fee,  
\$46.75 per semester hour-all terms.

Lab fees have been established for all courses which require expendable materials in addition to above fees. Additional lab fees may be assessed as required.

Application Processing Fee \$10.00\*  
Application Processing Fee for  
International Students \$25.00

\*Students enrolling under the Senior Citizen Fee Waiver or other fee waiver programs would be exempt from this fee.

### SPECIAL FEES\*

#### MISCELLANEOUS FEES

##### Fees for Parking:

All licensed vehicles, other than visitors, will be required to have a parking decal. Employees (full-and part-time) will not be charged for decals. Decals will expire August 1 of each year.

Decals will be obtained at the Security Office and College Bookstore for the following amounts:

Fall and/or winter term . . . \$10.00  
Spring or summer term . . . \$ 5.00  
Replacement and for temporary use of another vehicle . . . \$1.00

Decals will be required for workshops as follows:

- (a) Up to seven weeks, temporary guest decals will be issued free.
- (b) Seven weeks or more, a decal must be purchased, priced as above.

Fraudulent use of a parking decal can result in a fine equal to the appropriate fee.

An area south of Eissey Street will be designated as decal-free parking after 4:30 p.m.

##### Parking and Traffic Fines

Parking in  
handicapped space . . . \$10.00  
Failure to register a vehicle \$ 5.00  
Parking and miscellaneous violations . . . \$ 5.00

##### Moving Violations

1st Offense . . . \$ 5.00  
2nd Offense . . . \$10.00  
3rd Offense . . . \$15.00  
4th Offense Automatic suspension of campus driving privileges.

## Chapter 6

Transcript Fee .....	\$2.00
(Effective January 2, 1990 \$3.00)	
Additional transcripts will not be issued until this fee is paid.	
Final Examination	
Make-up Fees .....	\$3.00
Fee for Department and Special Course Examinations .....	
Current	
Matriculation Fee	

Special Announced	
Test Fee (make-up) .....	\$2.00
Graduation Fee .....	\$15.00
(Effective Winter Term, 1990 \$25.00)	
Returned Check Fee .....	\$10.00 or
5% of check,	
whichever is greater	
Student Liability	
Insurance Fee .....	\$12.50
Required in certain courses where the student is providing a service to the public.	
Payable once per calendar year.	

\*Special fees are assessed in addition to the Basic Fee schedule. Special fees may vary from Center to Center.

#### DENTAL HYGIENE CLINIC MATERIALS FEES:

Cleaning and X-rays:	
Employees and students .....	\$2.00
Anyone off-campus	
over 18 years of age .....	\$8.00
Anyone off-campus	
under 18 years of age .....	\$4.00
X-rays only:	
Employees and students .....	\$1.00
Anyone off-campus	
over 18 years of age .....	\$4.00
Anyone off-campus	
under 18 years of age .....	\$2.00

#### LIBRARY FEES

If a book is lost, you pay the acquisition price of that book. For an overdue book, the charge is 5¢ a day per school day, excluding weekends. You will only be charged up to the acquisition price of the book.

#### APPLIED MUSIC FEES

All Applied Music courses require special fees.

Applied Music courses are numbered MV, and may be MVB (Brass), MVK (Keyboard), MVP (Percussion), MVS (Strings), MVV (Voice), or MVW (Woodwinds).

Applied Music - Class Instruction	
(2 class hours weekly) .....	\$30.00
One hour lessons weekly .....	\$70.00
(Principal Instruction—Freshman and Sophomore Level)	

#### PHYSICAL EDUCATION FEES\*

Aquatics (Fundamentals of),	
PBCC Central .....	\$ 17.00
Aquatics (Fundamentals of),	
PBCC North .....	\$ 5.00
Bowling .....	\$ 35.00
Racquetball, PBCC North .....	\$ 24.00
Scuba, PBCC Central .....	\$100.00

\*Fees estimated and are subject to change. Fees may vary from campus to campus.

#### CENTER FOR EARLY LEARNING FEES:

1. Overall nonrefundable materials fee of \$15.00 is to be paid by the parents of the student prior to enrollment each term. If the child is enrolled after beginning of term, materials fee will be graduated on monthly basis.
2. The enrollment fee is \$30.00 per week for each child.
3. A fee in the amount of \$1.00 per week for each child for snacks will be assessed.

#### FEES FOR SENIOR CITIZENS IN CREDIT CLASSES

Senior citizens who are residents of Florida and 60 years of age or older may register at the beginning of each term for a maximum of two classes on the final day of a regularly scheduled drop/add period providing a vacancy exists in a section of a credit class, and the tuition will be waived. The exception will be enrollment in programs requiring selective admission criteria.

Senior citizens will be expected to pay all regularly assessed special fees for any classes in which they enroll.

Senior citizens, for the purpose of this policy, shall be those individuals who have reached the age of 60 by the day of registration.

#### SHORT COURSE, NONCREDIT FEES

Fees to cover the cost of instruction and materials for short courses, noncredit courses and workshops will be announced for each course offering.

No refunds of \$5.00 or less will be made for workshops except for cancellation.

#### OTHER INDIVIDUAL PROGRAMS COSTS

Students enrolled in Dental Assisting, Dental Hygiene, Nursing, Paramedic, Mental Health Technology, and Occupational Therapy Assisting must purchase approved insurance and provide the

transportation to the agencies for clinical experience. Nursing, Dental Hygiene, Dental Assisting, Dental Laboratory Technology, Paramedic, and Occupational Therapy Assistant students must also purchase approved uniforms and/or special kits as required.

Art, Engineering, Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

#### REFUNDS

Prescheduled students who have prepaid fees will be reimbursed 100 percent of fees paid, if they notify the Registrar's Office in person before classes begin for any term.

Students must present completed documentation for change from out-of-state to in-state classification to the Registrar before the first day of classes to be eligible for a refund of the out-of-state portion of their fees.

Students who withdraw from College during the first five class days of any term (except spring and summer terms - in these cases, the first three days), not including days set aside solely for registration, will be reimbursed 80 percent of the tuition and fees. The student withdrawing must notify the Registrar.

No refunds are granted after drop/add (first five days fall/winter terms, first three days spring/summer terms) except for College-initiated changes or College errors, or major emergencies beyond the student's control, as determined by the Refund Appeals Committee from supporting documentation. The chairperson of the Refund Appeals Committee is the Vice President of Student Services.

#### GRADUATION FEE REFUND

One hundred percent refund: Students who fail to meet graduation requirements due to College error, including advising errors.

No refund: Students who withdraw or who fail to meet graduation requirements due to the student's lack of performance, or when official permission has been given to the graduate in absentia.

#### SPECIAL FEES FOR MUSIC

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

#### SPECIAL FEES FOR PHYSICAL EDUCATION

Some of these fees are held in trust for the vendor, and a 100% refund for withdrawal from these courses can be made,

based upon the same criteria as the refund of regular tuition fees for the class.

# **DELINQUENT ACCOUNTS (INCLUDING RETURNED CHECKS)**

Any student who has a delinquent account shall be notified.

If the delinquency is not cleared within the time period specified, the office of Student Affairs will inform the student that he has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College, and have all academic records frozen until the account is cleared.

# **STUDENT FEE AUDIT**

An audit of all fees collected will be conducted by the College staff at the close of each registration. In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Overcollection of fees will be refunded.

# **SOCIAL SECURITY**

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full-time attendance in an educational institution. Full time at PBCC is 12 credit hours for fall or winter term and 4 credit hours for spring or summer term.

# **LABORATORY AND SPECIAL CLASS FEES**

APB 1170L Microbiology Lab . . .	\$27.50
APB 1190L Anatomy and Physiology I Lab . . .	22.50
APB 1191L Anatomy and Physiology II Lab . . .	22.50
ART 1100C Arts and Crafts I . . .	10.00
ART 1101C Arts and Crafts II . . .	10.00
ART 1110C Introduction to Ceramics . . . . .	10.00
ART 1111C Intermediate Ceramics . . . . .	10.00
ART 1155C Enameling and Jewelry . . . . .	10.00
ART 1203C Three Dimensional Design . . . . .	10.00
ART 1230C Advertising Design I . .	10.00
ART 1280C Lettering . . . . .	10.00
ART 1300C Drawing Fundamentals . . . . .	10.00
ART 1301C Intermediate Drawing . .	10.00
ART 2130C Fibers and Fabrics . . .	10.00
ART 2231C Advertising Design II . .	10.00
ART 2232C Advertising Design III . .	10.00
ART 2302C Life Drawing . . . . .	10.00
ART 2400C Introduction to Printmaking . . . . .	10.00
ART 2401C Printmaking . . . . .	10.00

ART 2701C Sculpture . . . . .	10.00
ATF 1600 Basic Instrument Flight Simulator Lab . .	75.00
ATF 2605 Basic Instrument Flight Advanced Simulator Lab . . . . .	75.00
ATF 2610 Advanced Instrument Flight Simulator Lab . .	100.00
ATF 2961 Instrument Refresher Simulator Lab . . . . .	20.00
BCN 2253C Architectural Drafting .	3.50
BOT 1010L General Botany I Laboratory . . . . .	17.50
BOT 1153L Botany II Laboratory . .	17.50
BSC 1010L Principles of Biology Laboratory . . . . .	15.00
CET 1123L Microprocessors . . . . .	10.00
CET 2112L Logic Circuits . . . . .	10.00
CGS 1060 PC Starter . . . . .	5.00
CGS 1361 Introduction to Computers . . . . .	7.50
CGS 1470 Computer Drafting . . . . .	15.00
CGS 1510 LOTUS 1-2-3 . . . . .	5.00
CGS 1511 LOTUS 1-2-3 Intermediate . . . . .	5.00
CGS 1512 LOTUS MACROS . . . . .	5.00
CGS 1540 dBASE I (Beginning) . . .	5.00
CGS 1541 dBASE II (Intermediate) . . . . .	5.00
CGS 1542 dBASE III (Plus Program) . . . . .	5.00
CGS 1560 PC DOS . . . . .	5.00
CGS 2104 Microcomputer Operations - Accounting . . . . .	10.00
CGS 2472 Advanced Computer Drafting . . . . .	12.50
CHD 1320 Methods and Materials I . . . . .	10.00
CHD 1338 Methods and Materials II . . . . .	10.00
CHM 1015L Principles of Chemistry Laboratory . .	15.00
CHM 1041L General Chemistry II Laboratory . . . . .	15.00
CHM 1046L General Chemistry III .	15.00
CHM 2120C Quantitative Analysis .	10.00
CHM 2200C Principles of Organic Chemistry . . . . .	10.00
CHM 2210L Organic Chemistry I Laboratory . . . . .	20.00
CHM 2211L Organic Chemistry II Laboratory . . . . .	20.00
CIS 2300 CICS (Customer Information Control System) . . . . .	10.00
CJT 2100 Criminal Investigation . . . . .	2.00
CJT 2140 Introduction to Criminalistics . . . . .	2.00
COP 1160 Programming R.P.G. . . . .	10.00
COP 1170 Programming in Basic . . . . .	10.00
COP 1220 Introduction to Programming in C . . . . .	10.00
COP 1400 Assembly Language Programming . . . . .	10.00
COP 2120 Programming COBOL . . . . .	10.00

COP 2121 COBOL Applications . .	10.00
COP 2200 FORTRAN Programming . . . . .	10.00
COP 2210 PASCAL I: An Introduction to Programming . . . . .	10.00
CTE 1401 Textiles . . . . .	5.00
DEA 1020C Preclinical Orientation . . . . .	10.00
DEA 1800C Clinical Practice I . . .	10.00
DEA 1801C Clinical Practice II . . .	10.00
DEA 1820C Intraoral Auxiliary Procedures I . . . . .	10.00
DEA 1821C Intraoral Auxiliary Procedures II . . . . .	10.00
DEA 1850C Clinical Practice III . .	10.00
DEH 1003L Clinical Dental Hygiene I . . . . .	20.00
DEH 1800L Clinical Dental Hygiene II . . . . .	20.00
DEH 2804L Clinical Dental Hygiene III . . . . .	20.00
DEH 2806L Clinical Dental Hygiene IV . . . . .	20.00
DES 1000L Dental Anatomy . . . . .	10.00
DES 1100L Elements of Dental Materials . . . . .	15.00
DES 1200L Dental Radiology . . . .	10.00
DTE 1100L Complete Denture Techniques I . . . . .	20.00
DTE 1101L Complete Denture Techniques II . . . . .	20.00
DTE 1105C Partial Denture Techniques I . . . . .	20.00
DTE 1110L Cast Inlay and Crown Techniques . . . . .	20.00
DTE 1140L Ceramics . . . . .	20.00
DTE 1150L Crown and Bridge Technique I . . . . .	20.00
DTE 2106C Partial Denture Techniques II . . . . .	20.00
DTE 2130L Special Prosthesis . . .	20.00
DTE 2131L Ortho and Pedo Removable Appliances . . . . .	20.00
DTE 2151L Crown and Bridge Technique II . . . . .	20.00
EET 1004C Essentials of Electricity . . . . .	3.00
EET 1015L DC Circuit Analysis Lab . . . . .	10.00
EET 1025L AC Circuit Analysis Lab . . . . .	10.00
EET 2121C Electronics I . . . . .	10.00
EET 2122C Electronics II . . . . .	10.00
EET 2322C Communication Electronics . . . . .	10.00
EET 2515L DC and AC Dynamos .	10.00
EGS 1111 Engineering Graphics . . . . .	10.00
EMS 1281L Paramedic Skills I Laboratory . . . . .	10.00
EMS 1282 Paramedic II . . . . .	10.00
EMS 1283 Paramedic III . . . . .	10.00
EMS 1452 Paramedic Skills Lab/Internship I . . . . .	20.00
EMS 1453 Paramedic Skills Lab/Internship II . . . . .	20.00

EST 2541C	Servo-Mechanism and Instrumentation .	10.00
ETD 1110	Introduction to Technical Drawing . . .	10.00
ETD 1525	Fabrication Drafting . . .	10.00
EDG 1620	Electrical Drafting . . .	10.00
ETD 2455	Advanced Engineering Design .	10.00
ETD 2544	Surveying Drawing . . .	10.00
ETD 2801C	Technical Illustration .	10.00
ETG 2530C	Properties and Testing of Materials . .	10.00
ETI 1411C	Manufacturing Processes . . . . .	10.00
FSS 1112	Foods for Children . . . . .	10.00
FSS 1210	Basic Food Preparation . . . . .	10.00
FSS 1221	Principles of Quantity Food Production . . .	15.00
FSS 1222	Quantity Food Production II . . . . .	15.00
FSS 2246C	Baking . . . . .	15.00

FSS 2248	Pastry and Garde Mange I . . . . .	15.00
FSS 2249	Pastry and Garde Mange II . . . . .	15.00
GRA 1530C	Typography . . . . .	7.50
GRA 2505C	Screen Printing . . . . .	10.00
NUR 1023	Fundamentals of Nursing . . . . .	10.00
NUR 1210	Nursing Process I . . . . .	10.00
OCB 2013L	Introduction to Marine Science Lab .	6.00
OST 1100	Beginning Typewriting . . . . .	10.00
OST 1211	Shorthand . . . . .	10.00
OST 1212	Dictation and Transcription . . . . .	10.00
OST 1711	Word Star I . . . . .	10.00
OST 1722	Word Star II . . . . .	10.00
OST 1991	Typewriting (Module System) . . . . .	10.00
OST 2120	Advanced Typewriting . . . . .	10.00

OST 2402	Office Procedures and Record Management . . . . .	10.00
OST 2601	Machine Transcription I . . . . .	10.00
OST 2602	Machine Transcription II . . . . .	10.00
OST 2711	Word Perfect I . . . . .	10.00
OST 2722	Word Perfect II . . . . .	10.00
OTH 1121	Therapeutic Media . . . . .	10.00
OTH 2100C	Occupational Therapy Activities Lab . . . . .	10.00
PCB 2063L	Experiments in Genetics . . . . .	15.00
PEL 1346	Badminton . . . . .	3.00
PEL 1441	Racquetball . . . . .	5.00
PEL 2121	Golf . . . . .	5.00
PEL 2141	Archery . . . . .	5.00
PEL 2341	Beginning Tennis . . . . .	5.00
PEL 2342	Intermediate Tennis . . . . .	5.00
PEM 1104	Physical Fitness . . . . .	5.00
PEM 1116	Aerobic Dance (North) . . . . .	20.00
PEN 1231	Basic Sailing . . . . .	5.00
PEN 2122	Swimming and Diving . . . . .	5.00
PEN 2122	Swimming and Diving-North . . . . .	20.00
PGY 1101C	Introduction to Photography . . . . .	10.00
PGY 2116C	Dye-Transfer Photography . . . . .	10.00
PGY 2440C	Experimental Photography . . . . .	10.00
PGY 2221C	Techniques of Commercial Photography . . . . .	10.00
PHY 2048L	Laboratory for PHY 2023 and PHY 2048 .	15.00
PHY 2049L	Laboratory for PHY 2024 and PHY 2049 .	15.00
PSC 1341L	Physical Science Laboratory . . . . .	15.00
SUR 1100	Basic Surveying . . . . .	10.00
SUR 2101C	Surveying I . . . . .	10.00
SUR 2201C	Surveying III . . . . .	10.00
SUR 2301	Topographic Mapping and Photogrammetry . . . . .	10.00
SUR 2500	Electronic and Geodetic Surveying .	10.00
SUR 2610C	Surveying II . . . . .	10.00
ZOO 1013L	General Zoology Laboratory . . . . .	17.50
ZOO 2713L	Comparative Vertebrate Anatomy Lab . . . . .	22.50



# Learning Unlimited

## THE CENTER FOR PERSONALIZED INSTRUCTION

The Center for Personalized Instruction (CPI) at Palm Beach Community College offers many opportunities for educational development to both day and evening students. Utilizing a variety of learning systems, CPI offers students an alternative to the traditional college classroom. Individualized instruction in selected credit courses is available. The Center also offers college preparatory courses in reading, English, mathematics and English as a Second Language. All CPI courses combine individualized instruction with lecture and computer-assisted instruction to deliver a curriculum that meets the specific learning needs of students. Flexible class scheduling on a "To Be Arranged" (TBA) basis is available at several campuses.

Support services offered through the Center for Personalized Instruction include free tutoring, computer software that correlates with many PBCC courses, and use of a variety of multi-media resources. Also available are review materials for standardized tests such as the ACT, SAT, and CLAST.

All students have access to CPI services by paying a nominal fee. Services and hours of operation vary on each campus.

## CONTINUING STUDIES

Continuing Studies at Palm Beach Community College is a multicampus operation of educational and related services which exist in several formats. These include noncredit programs, courses, and projects. Not all programs are available at all campuses. For information on offerings at Central Campus, call 439-8006; Glades Campus, 996-3055; North Campus, 622-2440; South Campus, 367-2422.

## CAREER DEVELOPMENT OFFERINGS

### *Agribusiness*

Offerings include turf grass management, golf course and home lawn maintenance at Central Campus, and pest control technology courses at the North Campus.

### *Allied Health*

Allied Health Continuing Studies provide updated courses on a wide variety of current topics applicable to health professionals. Courses approved for retention

of license by various state boards or regulatory agencies are available to the following.

- Clinical Laboratory Personnel
- Dental Assistants
- Dental Hygienists
- Dietitians
- Massage Therapists
- Nurses
- Nursing Home Administrators
- Psychological Services
- Radiologic Technologists

Samples of topics offered include Cardiovascular Nursing, CPR, ACLS and Nursing Assessment.

Also offered are topics dealing with long-term nursing care, including stress management, psychological aspects of health care, care of the cancer patient, Alzheimer's patient, and HIV infections.

Workshops dealing with needs of specialty areas are frequently offered in conjunction with various community agencies, working with PBCC as co-sponsors.

Customized training can be developed for personnel employed in health care facilities to meet special needs.

Courses are available for child-care workers, including the 20-hour certification course and eight-hour annual in-service training.

### *Business and Industry Training*

In addition to customized/company specific training, PBCC develops and provides numerous business training programs dealing with management, marketing, personnel, productivity and planning issues. All levels of employee training, new technology updates and office skills renewal. Call Central, North or South Campus for program details.

### *Computer and Office Technology*

A series of short courses and workshops are offered for adults who wish to add an occupational skill or enhance their personal skills for operating a small computer. "Hands-on" training on microcomputers with the latest software programs in word processing, data entry, electronic spreadsheets, database management and desk-top publishing are available.

### *Customized Training for Business/Industry*

Individually tailored programs can be de-

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veloped which assess needs, design training, produce training materials, present training and evaluate the training outcomes. Seminars, workshops and short courses are designed to meet the training needs of a business or industry. Training may take place at the business site or at other appropriate facilities.

#### **Glades Campus**

The Glades Campus Division of Continuing Studies offers occupational courses in the areas of health occupations education, home economics, public service and office occupations. These courses target professionals who have a need to update skills to keep abreast of the latest laws and/or legislation. CEUs are available to eligible participants upon satisfactory completion of the course. Classes are developed and offered throughout the year, if the demand from the community is justified.

#### **Institute of Government**

See listing under Continuing Studies Projects.

#### **Institutional/Home Management**

Occupational preparation for being a certified child-care worker, executive housekeeper or a specialist in the food service, fashion or physical fitness industries are but a few of the courses, workshops and seminars offered in this area.

#### **Postlicensure**

Postlicensure education for salesmen is a 45-classroom-hour course which covers subjects specified in the statute. Postlicensure education for brokers shall consist of two courses with each course consisting of 30-classroom-hours which cover subjects specified in the statute. Postlicensure education courses shall be, to the maximum extent possible, training-oriented and shall build on the academic body of knowledge acquired during the Prelicensing education courses. Development of the skills necessary for licensees to operate effectively and to provide increased public protection shall be emphasized in all courses. Condominium Operations and Management, Landlord-Tenant Law, SREA Appraising-101, -102, and -201 are also offered.

Real Estate courses are available at the Central, North, and Glades Campuses.

#### **Short-term Training Programs (JTPA)**

PBCC-North, in cooperation with the State Department of Labor and Employment Security, provides short-term training programs through a "Performance-Based Grant." The grant

funding is provided through the Federal Government's Job Training Partnership Act (JTPA, Title III). Eligible students receive tuition-free training, while those not eligible under JTPA guidelines pay a course fee. Training includes, but is not limited to, data entry and word processing. For specific information, call North Campus.

#### **Small Business Development Center (SBDC)**

PBCC, in cooperation with Florida Atlantic University, extends the services of the Small Business Development Center (SBDC) to business owners/operators in Palm Beach County and the northern counties served by the University. The SBDC provides technical assistance, business counseling and business management training. The services are offered without charge, or with a minimal charge to clients at PBCC-Central and North Campuses. For specific information, call North or Central Campus.

### **PERSONAL DEVELOPMENT OFFERINGS**

Lifelong Learning courses and activities are available which provide any adult with the opportunity to improve his/her life competencies. Examples of topics in the health/mental health areas include Chemical Abuse/Dependency, Conflict Resolution, Family Violence, Midlife Issues and Retirement, Widowhood, Physical Health Maintenance, Stress Management and Grief Recovery.

Other courses in this category include such topics as Communication, Crime Prevention, Driver Improvement/Training, Financial Decision-making, Great Decisions, Legal Rights, and Parenting and Homemaking.

Recreation and Leisure (Avocational) courses are for pleasure and enrichment. These courses are entirely supported by student fees collected. A sample of topics in this category include Art and Calligraphy, Aviation, Creative Food Preparation, Dance and Physical Fitness, Foreign Languages, Horsemanship and Martial Arts. Classes are available on all campuses.

#### **Senior Group Theater (Senior Players)**

Formed in 1979 as part of the Continuing Studies Division, this project combines theory and practice in the world of theater. Each year, these energetic and talented seniors, aged 55 to 80 years, provide year-round entertainment throughout the county for their contemporaries in nursing homes, senior centers, civic organizations and condo charitable benefits. Additionally, in their

radio class, they learn to record comedic and dramatic playlets for distribution to the blind.

A popular venture and most ambitious event, presented each year in the Watson B. Duncan III College Theatre, is the three-act play production.

Among its many other community services, the Senior Players were the first to enact, on television, the needed exploits of the county "Crime Stoppers."

#### **Summer Band Camp**

The Summer Band Camp began in 1985. This program, developed by the Music Department of PBCC and the Division of Continuing Studies, in cooperation with area school band directors, has been a great success. It provides four weeks of intensive training for middle and high school students throughout the county. Area musicians serve as instructors on the program, which concludes with a concert finale. This concert is free and open to the public.

#### **Summer Camp**

Summer Camp is a self-supporting summer day camp for boys and girls. The goal is to make learning fun. It provides leadership opportunities for PBCC students, offers a quality day camp in an educational setting toward summer enrichment, and introduces youngsters to PBCC. The program offers a smorgasbord of activities, featuring computer basics, team and individual sports and other activities.

### **COMMUNITY SERVICES**

PBCC facilities are available for approved community educational and cultural functions. Many college cultural and entertainment activities, such as concerts, dramatic presentations, art exhibits, lectures and sports events, are scheduled throughout the year, and are frequently available to the community. Some events are free of charge to the public; others charge enough to help defray expenses, or to raise scholarship funds. For the Glades Campus, the Dolly Hand Cultural Arts Center is available to the community for a wide variety of educational and cultural events.

### **CONTINUING STUDIES PROJECTS AND PROGRAMS**

#### **Center for the Continuing Education of Women**

The purpose of the Women's Studies program is to provide educational opportunities with the goal of improving quality of life. By offering courses, workshops and seminars for both men and women, it is

hoped that education will bring understanding of our differences and acceptance of our similarities. The Center provides information and referral service to community resources for women in need, and is a clearing house of networking information.

Crossroads is the Displaced Homemaker project that offers counseling and education for women who are entering or reentering the job market or job training. Self-esteem building, resource information and career search evaluation is offered in a support group setting on an ongoing basis with monthly programs at no cost to eligible displaced homemakers.

The Single Parent/Homemaker project provides career redirection and counseling towards vocational training and educational placement for single parents.

#### ***Center for Multicultural Affairs***

The Center for Multicultural Affairs was established in 1980 to meet the needs of the community in understanding and preserving the diverse cultures of the residents of Palm Beach County. An advisory committee has defined several objectives for the Center, among which are the establishment of a clearing house for the exchange of ethnic/cultural information; the development of multicultural programs and activities for students, staff and members of the community; and the involvement of students and representatives from various cultural groups in both college and community programs. The major fund-raising project of the Center is the sponsorship of the Annual International Festival of Palm Beach County. This occurs in the spring each year. Proceeds from this festival fund scholarships for PBCC students. In 1988, the Center added a speakers bureau and a translation bureau to aid public agencies in serving the community.

#### ***The Governor's Summer Program***

Each year, the State Legislature funds a special project known as the Governor's Summer Program. This program has been developed to meet the educational needs of Palm Beach County school-aged students who have been identified as either gifted (by State standards) or high achievers (as demonstrated by academic performance). The objectives of the program vary year-to-year. In 1988, the program emphasized the humanities. In other years, the programs addressed the sciences (aviation, mathematics, physics, etc.) Most of these programs are noncredit, continuing studies courses. However, the 1988 program was given for college credit.

#### ***Institute of Government***

The PBCC Institute of Government operates through the Division of Continuing Studies and provides a wide variety of professional development and training opportunities, as well as technical assistance to Palm Beach County government

entities and their employees. Programs include conferences, comprehensive training programs for secretarial/clerical, professional, and supervisory/management development certification and a variety of short courses and workshops designed to meet specific occupational needs.



Services include needs assessment and program design to identify specific training and development needs, and also provide programs of action to meet these needs, as well as technical assistance in developing system, procedures, or programs to increase organizational and individual performance and productivity.

#### ***Institute of New Dimensions***

This project is dedicated to the exploration of educational and cultural enrichment opportunities by adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture of volunteers from theaters, sciences and professions, who purpose is to bring intellectual enrichment to the community. The Institute is popular with senior citizens.

#### ***Preparatory School of Music***

The PBCC Preparatory School of Music is dedicated to serving the community's precollege student who desires assistance in the study of music. Instruction is available for preschoolers, for beginners, and for those who wish to complement or supplement current or previous training in music. Private and group instruction is available. The Division of Instruction of the Palm Beach County Schools supports the concept of this program. The program is available in the fall, winter and spring/summer terms.

## **THE ARTS**

### **BALLET IN RESIDENCY**

A partnership with Ballet Florida gives Palm Beach Community College a professional dance company in residence with all the cultural advantages this brings to the College and the community. In addition, the Howard/Hale Dance School, which trains dancers for Ballet Florida and for the world of dance, works closely with the College in providing credit classes for PBCC students majoring in dance.

### **MUSICAL GROUPS IN RESIDENCE**

Three professional musical groups are now in residence at Palm Beach Community College, providing listening opportunities for the College and the community, and the advantages of a close connection with local professionals to students of music. The three are:

- I Musica da Camera, a 24-piece String Orchestra
- I Classica, a string ensemble
- Quintessence, a woodwind ensemble

## **TRAVEL STUDY**

Travel-study courses offered by PBCC

are open to currently enrolled students, as well as interested persons in the community. These courses offer the opportunity to travel in foreign countries combined with on-campus instruction. Opportunities are offered for study in Latin America, Great Britain, Asia and Europe.

All travel-study participants will register for the appropriate course(s) at the College. No registration will be complete until all fees have been paid in full.

Credit may be earned by the participant and may be applied toward an Associate degree. Those not desiring college credit may enroll on an audit basis.

Tour prices include travel but no tuition, with transportation provided on commercial

airlines. Tour price is paid directly to the travel agency and may be subject to change.

In addition, the office of the Coordinator of International/Intercultural Education offers its information services to those students who are interested in travel and/or study in foreign countries.

International study abroad programs offered by United States colleges and universities are available for summer sessions, one or two semester, and year-long studies. Foreign universities' summer and year-round listings are also available. Group travel or individual programs can be arranged to fit the student's requirements.



# Programs

## HOW TO CHOOSE A PROGRAM

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBCC, more than half the students plan initially to stay in college for four years — two years at PBCC and two years at some other college or university. They enroll in university parallel courses, leading to an Associate in Arts Degree. If you plan to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts.

Many students feel that they need additional training beyond high school, but are aiming for midmanagement levels in some business or profession. A growing number of PBCC students plan to complete their formal college education at PBCC in a specialized, business, technical, or professional program and earn an Associate in Science degree. If you are one of these, you should read the section under Associate in Science.

A third broad category of PBCC students is not interested in a degree from college and should read the section called Non-degree Programs. Some of these students will be interested in the one-year programs offered by the College. Others will be persons who want or need other education. These students will find information throughout this bulletin.

## NONDEGREE PROGRAMS

A student who does not desire a degree may work out whatever individual program suits his/her own educational need. He/she may register for one or more courses in the day or in the evening.

The College offers a growing number of formalized nondegree programs, with certificates awarded upon successful completion. A list of these nondegree programs, and the page number where additional information may be obtained, is on page 31.

## ASSOCIATE IN SCIENCE

(IF DEVELOPMENTAL COURSES ARE NEEDED, THEY WILL BE IN ADDITION TO THE COURSE REQUIREMENTS IN THE PROGRAMS)

The Degree of Associate in Science is awarded upon successful completion of a two-year program approved by the College. The aim of the occupationally oriented A.S. Degree program is to fit the

student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to midmanagement levels.

If your answer to the question, "How long do I plan to stay in college?" is, "Not more than two years," you should make your selection from the programs listed under Major Codes.

It is important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a state university. If a combination of immediate job training plus possible continuation for a four-year degree is desired, it is better to plan your program with an advisor, using university-parallel programs as a base.

## GRADUATION REQUIREMENTS FOR A.S. DEGREE

All students who wish to graduate from Palm Beach Community College must fulfill the requirements listed under the general heading Graduation Requirements. Students are expected to complete all the courses in the program in which they are registered.

## GENERAL EDUCATION REQUIREMENTS FOR A.S. DEGREE

The student shall complete at least 18 hours of courses in general education, which must provide for the teaching of essential skills.

AREA I: COMMUNICATIONS 3 hours  
ENC 1101

AREA II: HEALTH 3 hours  
Same as A.A. Degree requirement

AREA III: HUMANITIES 3 hours  
May use any of the courses listed for A.A. Degree

AREA IV: MATHEMATICS 3 hours  
May use any of the courses listed for A.A. Degree or MTB 1321 or MTB 1322

AREA V: SCIENCE 3 hours  
May use any of the courses listed for A.A. Degree

AREA VI: SOCIAL SCIENCE 3 hours  
May use any of the courses listed for A.A. Degree

\*The General Education requirements for the A.S. Degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students enrolled in A.S. Degree pro-

# Chapter 8

grams who do not meet all A.A. Degree requirements may complete 36 hours of General Education and have this noted on transcript PROVIDED the Registrar is notified of this intention when the student applies for A.S. Degree. See "Alternate or Second Degree" following "Associate in Arts." See also "College Level Academic Skills Test" in Student Affairs Section.

\*\* Some specialized occupational programs do not need to meet all of the above General Education requirements. However, all courses listed in program outlines in the catalog must be completed in their entirety.

## ASSOCIATE IN ARTS

(IF COLLEGE PREPARATORY COURSES ARE NEEDED, THEY WILL BE IN ADDITION TO THE COURSE REQUIREMENTS IN THE PROGRAMS.)

If you have an intention of going to college for four years, you should choose your program and complete all requirements for the Associate in Arts Degree at Palm Beach Community College. The excellent record made by PBCC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as juniors most students who have completed an A.A. Degree at Palm Beach Community College, completion of the degree does not always qualify for admission to the junior year in certain schools and colleges within the universities. Each college has specific course requirements which must be met. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBCC.

## GRADUATION REQUIREMENTS FOR A.A. DEGREE

Read carefully the steps under the general heading Graduation Requirements. Students bear the primary responsibility for meeting all of these requirements.

## GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE

The student shall complete a minimum of 36 semester hours of work in General Education. These hours must be completed in the subject areas listed below:

### AREA I: COMMUNICATIONS

9 hours  
(A grade of C or higher is required in each course)

ENC 1101	Freshman Communications I	3 hours
ENC 1102	Freshman Communications II	3 hours
SPC 1600	Fundamentals of Speech	3 hours

AREA II: HEALTH	3 hours
HSC 2200 Life Science and Health	3 hours

AREA III:	HUMANITIES	6 hours
(A grade of C or higher is required for one of the following literature courses)		

AML 2010	American Literature to 1865	3 hours
AML 2022	American Literature after 1865	3 hours
ENL 2010	English Literature to 1660	3 hours
ENL 2020	English Literature after 1660	3 hours
LIT 2110	World Literature to 1600	3 hours
LIT 2120	World Literature after 1600	3 hours

NOTE: Successful completion of one of the above with a C or higher, along with completion of the Communications area, will also satisfy the Gordon Rule requirement in Communications.

Completion of one of the following courses is required:

ARH 1000	Art Appreciation	3 hours
MUL 1010	Music Appreciation	3 hours

AREA IV: MATHEMATICS	6 hours
(A grade of C or higher is required in each course.)	

MGF 1103	General Education Mathematics I	3 hours
MGF 1104	General Education Mathematics II	3 hours
MAT 1033	Intermediate Algebra	3 hours
MAC 1104	College Algebra	3 hours
MAC 1114	Trigonometry	3 hours
MAC 2233	Survey of Calculus	3 hours
MAC 2311	Calculus with Analytic Geometry I	4 hours
MAC 2312	Calculus with Analytic Geometry II	4 hours
MAC 2313	Calculus with Analytic Geometry III	4 hours
STA 2014	Statistics	3 hours

NOTE: Successful completion of the six hours will also satisfy the Gordon Rule requirement in computations.

AREA V: SCIENCE	6 hours
(Any two of the following must be taken.)	

APB 1120	Environmental Conservation	3 hours
APB 1170	Microbiology and Laboratory	3 hours
APB 1190	Anatomy and Physiology I and Laboratory	3 hours
APB 1191	Anatomy and Physiology II and Laboratory	3 hours
BOT 1010	General Botany I and Laboratory	4 hours
BSC 1010	Principles of Biology	3 hours
CHM 1015	Principles of Chemistry	3 hours
CHM 1040	General Chemistry I	3 hours
CHM 1041	General Chemistry II and Laboratory	4 hours
CHM 1046	General Chemistry III and Laboratory	4 hours
PHY 2053	General Physics I and Laboratory	5 hours
PHY 2054	General Physics II and Laboratory	5 hours
PHY 2048	Gen. Physics with Calculus I and Laboratory	5 hours
PHY 2049	Gen. Physics with Calc. II and Laboratory	5 hours
PSC 1341	Physical Science for Today's World	3 hours
PSC 1513	Earth Science	3 hours
ZOO 1013	General Zoology and Laboratory	4 hours

AREA VI: SOCIAL SCIENCE	6 hours
Select one of the following courses:	

SYG 1440	Introduction to the Social Sciences	3 hours
SYG 2000	Introduction to Sociology	3 hours
Select one of the following courses:		
AMH 2010	United States History to 1865	3 hours
POS 1001	Introduction to Political Science	3 hours
POS 2041	American National Government	3 hours

The above is in compliance with CS/HB 1689, the Florida Legislature bill enacted to improve the quality of college education in Florida, "Essential Skills."

Other State Requirements: **SBE Rule 6A-10.30 (2) (a) (b):**

(2) Prior to receipt of an Associate in Arts Degree from a public community college or university or prior to entry into the upper division of a public university, a stu-

(a) 12 semester hours of English coursework in which the student is required to demonstrate writing skills. For the pur-

pose of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least 6,000 words.

(b) Six semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three hours of the six semester hours required by this section.

For the purposes of this rule, a grade of C or higher shall be considered successful completion. Please follow the guidelines in all academic advising for those students who are taking the A.A. Degree, or who are in the A.S. program and contemplating entering a university at a later date.

#### OTHER STATUTORY REQUIREMENTS

State law mandates the testing of college-level communications and computational skills.

Beginning with the October, 1982 administration of the College-Level Academic Skills Test (CLAST), students will be required to present test scores to be eligible for the award of an Associate in Arts Degree from a community college or for admission to an upper division program in a state university in Florida.

Prior to August 1, 1984, the use of CLAST scores was limited to student counseling and curriculum development.

After August 1, 1984, students must have passing scores on CLAST to be eligible for the award of an Associate in Arts Degree from a community college or for admission to upper division status in a state university in Florida.

Palm Beach Community College Requirement for Written Work:

ENC 1101	Freshman Communications I . . . . .	6,000 words
ENC 1102	Freshman Communications II . . . . .	7,000 words
ENC 1121	Honors Freshman Communications I . . . . .	6,000 words
ENC 1122	Honors Freshman Communications II . . . . .	7,000 words
SPC 1600	Fundamentals of Speech . . . . .	2,000 words
ARH 1000	Art Appreciation . . . . .	2,000
MUL 1010	Music Appreciation . . . . .	2,000
SYG 1440	Introduction to the Social Sciences . . . . .	2,000

SYG 2000	Introduction to Sociology . . . . .	2,000
AMH 2010	U.S. History to 1865 . . . . .	2,000
POS 1001	Introduction to Political Science . . . . .	2,000
POS 2041	American National Government . . . . .	2,000

See also "College Level Academic Skills Test" in Student Services section of Bulletin.

#### FOREIGN LANGUAGE REQUIREMENT

Beginning August 1, 1987, and continuing until August, 1989, any undergraduate transfer student admitted to a university who has not completed two credits of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level must earn such foreign language credits or the equivalent before they may be admitted to the university. Beginning August 1, 1989, all undergraduate students (freshman and transfer students), must already have earned the equivalent of two credits of sequential foreign language at the secondary level before admission to a university.

Exempted from this rule are: (1) Those students who received Associate in Arts Degrees prior to September 1, 1987, and (2) those students who enroll in an Associate in Arts Degree program in a Florida community college and who maintain continuous, full-time enrollment until they are admitted to a university in the Florida State University System with the Associate in Arts Degree completed before August 1, 1989.

#### ALTERNATE OR SECOND DEGREES

Palm Beach Community College offers the Associate in Science (A.S.) and the Associate in Arts (A.A.) degrees. Students may earn both degrees, but are required to complete fifteen (15) additional semester hours after the first degree is awarded and complete all requirements for both degrees. Only one A.A. degree may be awarded, since this is the certification that the first two-year requirements for the Bachelor's degree have been met. Some universities will accept the A.S. degree in some programs, if the General Education requirements have been met. Students who wish to have "General Education requirements met" certified on their transcript must notify the Registrar's Office in writing.

#### HELP IN MAKING YOUR CHOICE

The entire faculty at Palm Beach Com-

munity College is utilized in an effort to match each student with the program best suited to meet the students educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

#### STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty or division chairpersons with special knowledge in your area. If you will locate the exact program you wish to follow in the Programs section of the catalog, and familiarize yourself with the course descriptions in the Course Descriptions section, you will be better prepared for a talk with your advisor.

#### MAJOR FIELD UNDECIDED

While it is important for you to choose your major field as early as possible, it is recognized by the College that many students cannot yet make this decision, and others may discover that they have made a wrong choice.

A staff of guidance counselors is available in the Student Services Department to assist the undecided student in choosing a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

#### PALM BEACH COMMUNITY COLLEGE MAJOR-GOAL CODES

- AA (Associate in Arts) programs are university parallel.
- AS (Associate in Science) programs are two-year, occupational.
- CT (Certificate) program lengths vary from one semester to two years. Programs are non-degree and occupational.

#### GOAL CODES

- 0. AA Degree - General Freshman (15 hrs. or less completed)
- 1. AA Degree - Plans to transfer to university. (16 hrs. or more completed)
- 2. AA Degree - Does not plan to transfer to university. (16 hrs. or more completed)
- 3. AS Degree - (16 hrs. or more completed)
- 4. Technical Certificate - no degree. (16 hrs. or more completed)
- 5. AS Degree/Certificate - General Freshman (15 hrs. or less completed)

6. Community Instructional Services Courses (Noncredit)
7. One or more courses for job opportunities or advancement. (Employment Related)
8. Personal improvement or general interest. (Nonemployment Related)
9. Transient students. (Not seeking degree at PBCC).

**MAJOR CODES**

(01)	<b>ART</b> . . . . .	32
002 AA	Advertising Design	
003 AA	Architecture	
001 AA	Art Education	
008 AA	Art History	
006 AA	Fine Arts	
010 AS	Graphic Arts Technology - Printing	
011 AS	Graphic Design	
005 AA	Interior Design	
012 AS	Interior Design Technology	
004 AA	Photography	
014 AA	Visual Arts	
(02)	<b>BIOLOGY</b> . . . . .	37
026 AA	Biology, General	
029 AA	Science Education	
199 AS	Water & Wastewater Technology	
034 AA	Zoology	
(03)	<b>BUSINESS</b> . . . . .	38
050 AS	Accounting Technology	
052 AA	Business Administration	
057 AS	Business Administration and Management	
056 AA	Business Education Teacher	
126 AS	Computer Information Systems Analysis	
127 AA	Computer Science - Business	
125 AA	Computer Science - Systems	
075 AS	Financial Services	
505 AS	Legal Assistant	
500 AA	Marketing/Distributive Education Teacher	
057 AS	Marketing/Distributive - Management Option	
057 AS	Marketing/Distributive - Retail Marketing Option	
514 AS	Office Systems Technology - Office Systems Option	
514 AS	Office Systems Technology - Word Processing Option	
511 AS	Postal Service Technology	
(04)	<b>CHEMISTRY</b> . . . . .	46
076 AA	Chemistry	
078 AA	Pre-Professional/Medical Related	
(05)	<b>COMMUNICATIONS</b> . . . . .	47
104 AA	Journalism	
105 AA	Liberal Arts	
103 AA	Speech - Drama	

(22)	<b>CONTINUING STUDIES</b> . . . . .	23
	The Continuing Education Department assigns major numbers for all noncredit enrollments.	
(19)	<b>CRIMINAL JUSTICE INSTITUTE</b> . . . . .	49
601 CT	Basic Standard Correction Officer	
600 CT	Basic Standard Police Recruit	
423 AA	Criminal Justice	
424 AS	Criminal Justice, Terminal	
(07)	<b>DENTAL HEALTH SERVICES</b> . . . . .	50
153 CT	Dental Assistant	
154 AS	Dental Assistant	
151 AS	Dental Hygienist	
152 AS	Dental Laboratory Technology	
150 AS	Pre-Dental Hygiene	
149 AS	Pre-Dental Laboratory Technology	
(08)	<b>ENGINEERING TECHNOLOGY</b> . . . . .	53
190 AS	Automated Mfg. Technology	
188 AS	Automotive Service Management Technology	
185 AA	Building Construction	
198 AS	Building Construction Mgmt.	
197 AS	Commercial Pilot Technology	
178 AS	Drafting & Design Technology	
177 AS	Electronics Technology	
176 AA	Engineering	
195 AS	Fire Science Technology	
184 AA	Industrial Arts	
179 AS	Land Surveying	
191 AS	Ornamental Horticulture Technology	
(17)	<b>EVENING CLASSES</b> . . . . .	17-xxx
	Evening students majoring in any field listed will have Major Code combined with Evening Code - 17.	
(23)	<b>HEALTH &amp; HOME ECONOMICS</b> . . . . .	60
069 CT	Chef Apprenticeship	
342 AS	Child Development and Education	
074 AA	Dietetics/Foods & Nutrition	
512 AS	Dietetic Technology	
512 AS	Dietetic Technician - Nutrition Care Emphasis	
449 AS	EMS Management	
073 AS	Fashion Design	
507 AA	Fashion Design/Fashion Merchandising	
515 AS	Fashion Marketing	
226 AA	Health Education	
501 AA	Home Economics	
060 AS	Hospitality Management	
345 AS	Human Services Technology	
036 AA	Medical Technology	
240 AS	Occupational Therapy Asst.	

237 AA	Occupational Therapy	
449 AS	Paramedic	
450 CT	Paramedic	
228 AA	Physical Therapy	
241 AS	Pre-Occupational Therapy Asst.	
147 AS	Pre-Respiratory Care	
303 AS	Radiological Technology	
148 AS	Respiratory Care Technology	
(11)	<b>MATHEMATICS</b> . . . . .	69
251 AA	Mathematics	
(12)	<b>MUSIC</b> . . . . .	70
275 AA	Dance	
276 AA	Music, Music Education	
274 AS	Theatre and Entertainment Technology	
(13)	<b>NURSING</b> . . . . .	72
300 AS	Pre-AS Nursing	
302 AA	Pre-Nursing	
301 AS	AS Nursing (use only if counseled by Prog. Mgr.)	
(10)	<b>PHYSICAL EDUCATION</b> . . . . .	75
227 AA	Physical Education	
(18)	<b>PHYSICS &amp; PHYSICAL SCIENCE</b> . . . . .	76
405 AA	Physical Science	
401 AA	Physics	
(14)	<b>SOCIAL SCIENCE</b> . . . . .	76
324 AA	Anthropology	
344 AA	Early Childhood Education	
329 AA	Education, Elem. Level	
336 AA	Geography	
335 AA	Government-Foreign Service	
327 AA	History	
339 AA	Political Science	
332 AA	Pre-Law	
334 AA	Pre-Ministry & Philosophy	
331 AA	Psychology	
326 AA	Social Science	
333 AA	Social Science; International Studies	
328 AA	Social Science Teacher	
325 AA	Sociology	
330 AA	Social Worker	
(16)	<b>STUDENT AFFAIRS</b> . . . . .	
376 AA	Major Field Undeclared	

**UNIVERSITY PARALLEL (Associate In Arts)**

Accounting . . . . .	39
Advertising Design . . . . .	32
Anthropology . . . . .	77
Architecture . . . . .	32
Art Education . . . . .	33
Art History . . . . .	33
Astronomy . . . . .	76
Building Construction . . . . .	54

Business Administration.....	39
Business Education Teacher.....	40
Chemistry.....	46
Computer Science, Business.....	41
Computer Science, Systems.....	42
Creative Writing.....	48
Criminal Justice.....	49
Dance.....	70
Dietetics-Foods and Nutrition.....	62
Early Childhood Education.....	76
Economics.....	39
Education (Elementary Level).....	77
Education (Secondary Level).....	77
Engineering.....	58
English.....	48
English Teacher.....	48
Fashion Design and Fashion Merchandising.....	64
Fine Arts.....	34
Foreign Languages.....	48
Foreign Language Teacher.....	48
General Biology.....	37
Geography.....	77
Geology.....	76
Government and Foreign Service.....	77
Health Education.....	65
History.....	77
Home Economics.....	65
Industrial Arts.....	59
Insurance.....	39
Interior Design.....	35
International Trade.....	39
International Studies.....	78
Journalism.....	47
Law Enforcement/Corrections.....	49
Liberal Arts.....	48
Management.....	39
Marketing/Distributive Education.....	44
Mathematics.....	69
Meteorology.....	76
Music.....	70
Music Education.....	70
Occupational Therapy.....	68
Photography.....	36
Physical Education.....	75
Physical Scientist.....	76
Physical Therapy.....	68
Physics.....	76
Political Science.....	78
Pre-Dental.....	47
Pre-Law.....	78
Pre-Medical.....	47
Pre-Ministry and Philosophy.....	79
Pre-Nursing.....	75
Pre-Pharmacy.....	47
Pre-Podiatry.....	47
Pre-Professional.....	47
Pre-Veterinary.....	47
Psychology.....	79
Real Estate.....	39
Retailing.....	39
Sales Marketing.....	39
Social Science (General).....	77
Social Science Teacher.....	77
Social Worker.....	80
Sociology.....	80
Speech-Drama.....	48
Visual Arts.....	37

## SPECIALIZED, BUSINESS, TECHNICAL, PROFESSIONAL PROGRAM (Associate In Science)

Accounting Technology.....	38
Automated Manufacturing Technology.....	53
Automotive Services Management Technology.....	54
Ballet.....	71
Building Construction Management.....	55
Business Administration and Management.....	39
Child Development and Education.....	61
Commercial Pilot Technology.....	55
Commercial Pilot Technology (Maintenance Management Options).....	56
Commercial Pilot Technology (Operations Option).....	56
Computer Information Systems Analysis.....	40
Computer Technology (Applications Option).....	41
Criminal Justice.....	50
Dental Assisting.....	53
Dental Hygiene.....	50
Dental Laboratory Technology.....	52
Dietetic Technician-Nutrition Care Emphasis.....	62
Drafting and Design Technology.....	57
Electronics Technology.....	57
EMS Management.....	63
Fashion Design.....	64
Fashion Marketing.....	65
Finance Services.....	42
Fire Science Technology.....	58
Food Service Management.....	66
General Business.....	39
Graphic Arts Technology Printing Program.....	34
Graphic Design.....	35
Hospitality Management.....	66
Human Services Technology.....	66
Interior Design.....	36
Land Surveying.....	59
Legal Assistant.....	43
Management Option.....	44
Music Theater.....	71
Nursing.....	72
Occupational Therapy Assistant.....	67
Office Systems Technology.....	45
Office Systems - Word Processing Option.....	45
Ornamental Horticulture Technology.....	60
Popular Music and Jazz.....	71
Postal Service Technology.....	46
Radiological Technology.....	69
Retail Marketing.....	44
Theater and Entertainment Technology.....	71
Water and Wastewater Management.....	38

## NON-DEGREE CERTIFICATE PROGRAMS

Basic Standard Corrections Officer.(See

Program Manager)	
Basic Standard Police Recruit Program. (See Program Manager)	
Building Construction Management.....	55
Chef Apprenticeship.....	60
Child Development Associate.....	61
Commercial Pilot Technology.....	55
Computer Technology.....	40
Dental Assisting Program.....	52
Electronics Technology.....	57
Emergency Medical Tech Paramedic.....	63
Fire Science Technology.....	58
Land Surveying.....	59
Water and Wastewater Technology.....	38

## HOW TO USE THIS SECTION

If you have read the preceding page, you will want to examine one or more of the programs offered by the College in your major area of interest. The following pages contain information about all the associate degree and certificate programs offered by the College, grouped by areas of interest on the list below. Each group of programs is headed in large, bold face type to make finding a particular program easy.

If a program name is followed by (A.A. \_\_\_\_), it is a two-year Associate in Arts Degree program made up of university parallel courses. If it is followed by (A.S. \_\_\_\_), it is a two-year occupational course, not designed for transfer. Some certificate courses are clearly marked as such while others are mentioned only in footnotes to A.S. Degree programs.

Each degree lists a program of courses. These are required for A.S. degrees and certificates. They are strongly recommended for A.A. Degree majors.

**NOTE:** Please check with Art faculty for 1989-90 advising. Major changes in program requirements may be made during the year.

ART  
BIOLOGY  
BUSINESS  
CHEMISTRY  
CRIMINAL JUSTICE INSTITUTE  
DENTAL HEALTH SERVICES  
ENGINEERING TECHNOLOGY  
HEALTH AND HOME ECONOMICS  
MATHEMATICS  
MUSIC  
NURSING  
PHYSICAL EDUCATION  
PHYSICS AND PHYSICAL SCIENCE  
SOCIAL SCIENCE

## Art

**NOTE:** Please check with Art faculty for 1989-90 advising. Major changes in program requirements may be made during the year.

### ADVERTISING DESIGN (A.A. 01-002)

The Advertising Design program is designed to prepare students for a career in advertising and printing industries as a camera operator, layout artist and advertising designer. The program articulates well with similar programs on the university level. (Advisor: Eugene Arant).

#### Freshman Year

Course	Title	Semester Hours Credit	
		Fall	Winter
ART 1201C	Design Fundamentals . . . . .	3	
ART 1300C	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . .	3	
ETD 1110	Introduction to Technical Drawing .	2	
MGF 1103	General Education Mathematics I .	3	
	Physical Education . . . . .	1	
ART 1230C	Advertising Design I . . . . .		3
ART 1301C	Intermediate Drawing . . . . .		3
ENC 1102	Freshman Communications II . . . .		3
MGF 1104	General Education Mathematics II .		3
PGY 1101C	Introduction to Photography . . . .		3
	Physical Education . . . . .		1
		16	16

#### Sophomore Year

ARH 2050	History of Art (Early) . . . . .	3	
ART 1203C	Three Dimensional Design . . . . .	3	
ART 2231C	Advertising Design II . . . . .	3	
GRA 1530C	Typography . . . . .	3	
SYG 1440*	Introduction to the Social Sciences	3	
	Science . . . . .	3	
ARH 2051	History of Art (Modern) . . . . .		3
HSC 2200	Life Science and Health . . . . .		3
POS 1001**	Introduction to Political Science . .		3
SPC 1600	Fundamentals of Speech . . . . .		3
	Literature . . . . .		3
	Science . . . . .		3
		18	18

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

## ARCHITECTURE (A.A. 01-003)

The Architecture curriculum is coordinated with the School of Architecture at Florida A & M University. The student majoring in architecture at Palm Beach Community College must complete the A.A. Degree requirements with a 2.5 GPA, and prepare a portfolio of work acceptable to an admissions committee at Florida A & M University.

Upon acceptance to the FAMU School of Architecture, PBCC graduates will be required to enroll in a six semester-hour, summer-orientation program to prepare for entrance into the first term of the junior year.

The following four-semester program has been approved by the Florida A & M University School of Architecture. (Advisor: Patrick Archer)

#### Freshman Year

Course	Title	Semester Hours Credit	
		Fall	Winter
ART 1201C	Design Fundamentals . . . . .	3	
ART 1300C	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
SYG 1440*	Introduction to the Social Sciences	3	
	Physical Education . . . . .	1	
ARC 1120C	Architectural Drawing . . . . .		3
ART 1203C	Three Dimensional Design . . . . .		3
BSC 1010	Principles of Biology . . . . .		3
BSC 1010L	Principles of Biology Laboratory . .		1
ENC 1102	Freshman Communications II . . . .		3
MAC 2311	Calculus with Analytic Geometry I .		4
		16	17

#### Sophomore Year

ARH 2051	Art History (Modern) . . . . .	3	
BCN 1210	Building Construction Materials . .	3	
BCN 2253C	Architectural Drafting . . . . .	3	
PHY 2053	General Physics I . . . . .	4	
PHY 2048L	General Physics I Laboratory . . . .	1	
POS 1001**	Introduction to Political Science . .	3	
ART 1305C	Freehand Perspective . . . . .		3
HSC 2200	Life Science and Health . . . . .		3
PHY 2054	General Physics II . . . . .		4
PHY 2049	General Physics II Laboratory . . . .		1
SPC 1600	Fundamentals of Speech . . . . .		3
	Literature . . . . .		3
	Physical Education . . . . .		1
		17	18

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Recommended course: CGS 1470 Computer Drafting

**ADVISEMENT INFORMATION:** Students will be better prepared if they complete Art, Drafting, Physics, Algebra II and Solid Geometry courses while in high school.

**ART EDUCATION (A.A. 01-001)**

The Art Education program is designed for the student who plans to major in Art Education at a university and become certified to teach art at the elementary through high school level. (Advisor: James Houser)

**Freshman Year**

Course	Title	Semester Hours Credit	
		Fall	Winter
ART 1201C	Design Fundamentals . . . . .	3	
ART 1300C	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MGF 1103	General Education Mathematics I . . . . .	3	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
ART 1230C	Advertising Design I . . . . .	3	
ART 1301C	Intermediate Drawing . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
MGF 1104	General Education Mathematics II . . . . .	3	
POS 1001**	Introduction to Political Science . . . . .	3	
	Physical Education . . . . .	1	
		16	16

**Sophomore Year**

ARH 2050	History of Art (Early) . . . . .	3	
ART 2302C	Life Drawing . . . . .	3	
EDF 1005	Introduction to Education . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
	Studio Art Electives . . . . .	3	
	Science . . . . .	3	
ARH 2051	History of Art (Modern) . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Literature . . . . .	3	
	Studio Art Electives . . . . .	3	
	Science . . . . .	3	
		18	15

\*SYG 2000 may be substituted.

\*\*AMH 2010 or POS 2041 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

**ART HISTORY (A.A. 01-008)**

The Art History program is designed for the student who wishes to transfer to a university as an Art History major with a view toward teaching and performing scholarly research. (Advisor: Patrick Archer)

**Freshman Year**

Course	Title	Semester Hours Credit	
		Fall	Winter
ART 1201C	Design Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
FRE 1120	Elementary French I . . . . .	4	
MGF 1103	General Education Mathematics I . . . . .	3	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
ART 1300C	Drawing Fundamentals . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
FRE 1121	Elementary French II . . . . .	4	
MGF 1104	General Education Mathematics II . . . . .	3	
POS 1001**	Introduction to Political Science . . . . .	3	
	Physical Education . . . . .	1	
		17	17

**Sophomore Year**

ARH 2050	History of Art (Early) . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
LIT 2110	World Literature to 1600 . . . . .	3	
REL 1210	The Old Testament . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Science . . . . .	3	
ARH 2051	History of Art (Modern) . . . . .	3	
ART 2510C	Introduction to Painting . . . . .	3	
PGY 1101C	Introduction to Photography . . . . .	3	
REL 1240	The New Testament . . . . .	3	
WOH 1012	Ancient and Medieval Civilizations . . . . .	3	
	Science . . . . .	3	
		18	18

\* SYG 2000 may be substituted.

\*\* AMH 2010 or POS 2041 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to insure proper sequence of courses.

Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art student to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

**FINE ARTS (A.A. 01-006)**

The Fine Arts program is designed to prepare students for advanced work as painters, sculptors or printmakers at a university or art institute. (Advisor: James Houser)

**Freshman Year**

Course	Title	Semester Hours Credit	
		Fall	Winter
ART 1201C	Design Fundamentals	3	
ART 1300C	Drawing Fundamentals	3	
ENC 1101	Freshman Communications I	3	
MGF 1103	General Education Mathematics I	3	
SYG 1440*	Introduction to the Social Sciences	3	
	Physical Education	1	
ARH 2051	History of Art (Modern)		3
ART 1301C	Intermediate Drawing		3
ENC 1102	Freshman Communications II		3
POS 1001**	Introduction to Political Science		3
	Studio Art Elective		3
	Physical Education		1
		16	16

**Sophomore Year**

ARH 2050	History of Art (Early)	3	
ART 2302C	Life Drawing	3	
HSC 2200	Life Science and Health	3	
LIT 2110	World Literature to 1600	3	
	Studio Art Elective	3	
	Science		3
MGF 1104	General Education Mathematics II		3
SPC 1600	Fundamentals of Speech		3
	Studio Art Electives		6
	Science		3
		18	15

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

## GRAPHIC ARTS TECHNOLOGY PRINTING PROGRAM (A.S. 01-010)

This is a program designed to prepare the student with necessary skills to enter the printing industry as a printer. An optional program in computer typesetting will be available in 1989/1990. (Advisor: Eugene Arant)

First Year Course	Title	Semester Hours Credit	
		Fall	Winter
ART 1201C	Design Fundamentals	3	
ART 1280C	Lettering	2	
ENC 1101	Freshman Communications I	3	
ETD 1110C	Introduction to Technical Drawing	2	
GRA 1545C	Introduction to Graphic Design	3	
PGY 1101C	Introduction to Photography	3	
ARH 1000	Art Appreciation		3
GRA 1500C*	Graphic Arts Industries		3
GRA 1501C*	Graphic Arts Technology I		3
GRA 1530C	Typography I		3
GRA 1570C	Graphic Reproduction Processes		3
	Physical Education		1
		16	16
<b>Second Year</b>			
ENC 1210	Technical Writing	3	
GRA 1531C	Typography II	3	
GRA 1573C*	Graphic Arts Technology II	3	
GRA 2508*	Ink and Color	3	
MGF 1103	General Education Mathematics I	3	
	Physical Education	1	
GRA 1950C*	Production Graphics		3
GRA 2505C	Screen Printing		3
GRA 2784C*	Graphic Arts Technology III		3
HSC 2200	Life Science and Health		3
SYG 1440**	Introduction to the Social Sciences		3
	Sciences		3
		16	18

\*Course takes place in the PBCC Print Shop

\*\*SYG 2000 may be substituted.

Suggested extra courses:

ACG 2001	Principles of Accounting I	3
CGS 1470	Computer Drafting	2
MKA 2021	Salesmanship	3
PGY 2221C	Techniques of Commercial Photography	3

**COMPUTER TYPESETTING TRACK**

This nondegree track is a minimum requirement to enter the graphics field as a computer typesetter.

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals	3
CGS 1361	Introduction to Computers	3
ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communications II	3
GRA 1530C	Typography I	3
GRA 1531C	Typography II	3
GRA 1545C	Introduction to Graphic Design	3
GRA	Computer Typesetting	3
GRA	Desktop Publishing	3
MGF 1103	General Education Mathematics I	3
OST 1100	Beginning Typewriting	3
OST 1711	Word Star I	3
OST 1722	Word Star II	3
		39

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

**GRAPHIC DESIGN (A.S. 01-011)**

This program is designed to prepare the student to enter the Commercial Art field as an artist. It is required that the student develop a portfolio which will be necessary for employment in this field. (Advisor: Eugene Arant)

First Year Course	Title	Semester Hours		Credit
		Fall	Winter	
ART 1201C	Design Fundamentals .....	3		
ART 1300C	Drawing Fundamentals .....	3		
ENC 1101	Freshman Communications I .....	3		
ETD 1110C	Introduction to Technical Drawing .....	2		
GRA 1545C	Introduction to Graphic Design .....	3		
PGY 1101C	Introduction to Photography .....	3		
ART 1202C	Color Design .....		3	
ART 1230C	Advertising Design I .....		3	
ART 1301C	Intermediate Drawing .....		3	
ART 1305C	Freehand Perspective .....		3	
GRA 1570C	Graphic Reproduction Processes .....		3	
MGF 1103	General Education Mathematics I .....		3	
		17	18	

Second Year				
ART 1280C	Lettering .....	2		
ART 2231C	Advertising Design II .....	3		
ART 2302C	Life Drawing .....	3		
ART 2510C	Introduction to Painting .....	3		
ART 2551C	Air Brush .....	3		
GRA 1530C	Typography I .....	3		
ARH 1000	Art Appreciation .....		3	
ART 2551C	Air Brush (Repeat) .....		3	
GRA 1531C	Typography II .....		3	
GRA 1743C	Illustration I .....		3	
PGY 1110C	Color Printing I .....		3	
	Physical Education .....		1	
		17	16	

Third Year				
GRA 1550C	Package Design .....	3		
GRA 1746C	Illustration II .....	3		
GRA 2505C	Screen Printing .....	3		
PGY 1111C	Color Printing .....	3		
SYG 1440*	Introduction to the Social Sciences .....	3		
	Physical Education .....		1	
ART 2232C	Advertising Design III .....		3	
GRA 2547C	Environmental Graphics .....		3	
ART 2930	Graphic Design Internship .....		3	
HSC 2200	Life Science and Health .....		3	
	Science .....		3	
		16	15	

\*SYG 2000 may be substituted.

Suggested extra courses:

CGS 1470	Computer Drafting .....	2
ENC 1210	Technical Writing .....	3
MKA 1511	Advertising .....	3
PGY 2221C	Techniques of Commercial Photography .....	3
RTV 2000	Fundamentals of Television Production .....	3

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

**INTERIOR DESIGN (A.A. 01-005)**

The Interior Design program is designed to prepare the student for advanced work in Interior Design at a university. (Advisor: Lawson Meisner)

Freshman Year				
Course	Title	Semester Hours		Credit
		Fall	Winter	
ART 1201C	Design Fundamentals .....	3		
ART 1300C	Drawing Fundamentals .....	3		
ENC 1101	Freshman Communications I .....	3		
MGF 1103	General Education Mathematics I .....	3		
SYG 1440*	Introduction to the Social Sciences .....	3		
	Physical Education .....		1	
ARC 1120C	Architectural Drawing .....		3	
ART 1203C	Three Dimensional Design .....		3	
ENC 1102	Freshman Communications II .....		3	
MGF 1104	General Education Mathematics II .....		3	
POS 1001**	Introduction to Political Science .....		3	
	Physical Education .....		1	
		16	16	

Sophomore Year				
ARH 2050	History of Art (Early) .....	3		
ART 1110C	Introduction to Ceramics .....	3		
ART 1305C	Freehand Perspective .....	3		
HSC 2200	Life Science and Health .....	3		
SPC 1600	Fundamentals of Speech .....	3		
	Science .....		3	
ARH 2051	History of Art (Modern) .....		3	
ART 1202C	Color Design .....		3	
IND 2012C	Introduction to Interior Design .....		3	
PGY 1101C	Introduction to Photography .....		3	
	Literature .....		3	
	Science .....		3	
		18	18	

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

## INTERIOR DESIGN (A.S. 01-012) Professional Program

This three-year program has been established to meet requirements set forth by FIDER and prepares the student for the NCIDQ examination. (Advisor: Lawson Meisner)

### First Year

Course	Title	Semester Hours Credit	
		Fall	Winter
ART 1201C	Design Fundamentals .....	3	
ART 1300C	Drawing Fundamentals .....	3	
CTE 1401	Textiles .....	3	
ENC 1101	Freshman Communications I .....	3	
ETD 1110C	Introduction to Technical Drawing .....	2	
IND 1202	Introduction to Interior Design .....	3	
ARC 1120C	Architectural Drawing .....		3
ART 1202C	Color Design .....		3
ENC 1210	Technical Writing .....		3
IND 1014C	Interior Design Proxemics .....		3
MGF 1103	General Education Mathematics I .....		3
	Physical Education .....		1
		17	16

### Second Year

ARH 1000	Art Appreciation .....	3	
ART 1305C	Freehand Perspective .....	3	
BCN 1210	Construction Materials .....	3	
BCN 2253C	Architectural Drafting .....	3	
IND 1061C	Interior Design - Lighting and Electrical .....	3	
	Physical Education .....	1	
ART 1203C	Three-Dimensional Design .....	3	
BCN 1272	Plans Interpretation .....	3	
CGS 1470	Computer Drafting .....	2	
IND 1013	Period Furniture .....	3	
IND 1018C	Interior Design Environmental .....	3	
IND 2014C	Interior Rendering .....	3	
		16	17

### Third Year

ART 1100C	Introduction to Crafts .....	3	
IND 2011	Business Procedures for Interior Design .....	3	
IND 2010C	Practical Applications in Interior Design .....	3	
SYG 1440*	Introduction to the Social Sciences Drapery and Upholstery .....	3	
	Science .....	3	
HSC 2200	Life Science and Health .....	3	
IND 2332	Model Building .....	2	
IND 2013	Professional Practices in Interior Design .....	3	
IND 2012C	Advanced Portfolio in Interior Design .....	3	
IND 2930	Design Internship .....	3	
		18	14

\*SYG 2000 may be substituted.

Suggested extra courses:

BCN 1616	Advanced Construction Estimating .....	3
BCN 1740	Construction Law .....	3
CGS 2472	Advanced Computer Drafting .....	3
PGY 1101C	Introduction to Photography .....	3

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are

usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

## PHOTOGRAPHY (A.A. 01-004)

This Photography program is designed to prepare a student for advanced work in photography at a university. (Advisor: Patrick Slattery)

### Freshman Year

Course	Title	Semester Hours Credit	
		Fall	Winter
ART 1201C	Design Fundamentals .....	3	
ART 1300C	Drawing Fundamentals .....	3	
ENC 1101	Freshman Communications I .....	3	
MGF 1103	General Education Mathematics I .....	3	
PGY 1101C	Introduction to Photography .....	3	
SYG 1440**	Introduction to the Social Sciences .....	3	
ENC 1102	Freshman Communications II .....		3
MGF 1104	General Education Mathematics II .....		3
PGY 2440C	Experimental Photography .....		3
POS 1001**	Introduction to Political Science .....		3
	Studio Art Elective* .....		2-3
	Physical Education .....		1
		18	15-16

### Sophomore Year

ARH 2050	History of Art (Early) .....	3	
HSC 2200	Life Science and Health .....	3	
PGY 1110C	Color Printing I .....	3	
SPC 1600	Fundamentals of Speech .....	3	
	Photo Elective* .....	2-3	
	Science .....	3	
ARH 2051	History of Art (Modern) .....		3
	Literature .....		3
	Physical Education .....		1
	Science .....		3
	Studio Art Elective* .....		3
	Photo Elective* .....		2-3
		17-18	15-16

### \*ELECTIVES

GRA 2505C	Screen Printing .....	3
PGY 1105C	Zone System .....	2
PGY 1111C	Color Printing II .....	3
PGY 1265C	Photo Materials and Processes I .....	2
PGY 1266C	Photo Materials and Processes II .....	2
PGY 2109C	Fine Print .....	2
PGY 2116C	Dye-Transfer Photography .....	3
PGY 2221C	Techniques of Commercial Photography .....	3

\*\*SYG 2000 may be substituted.

\*\*\*POS 2041 or AMH 2010 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students in all photography courses will be required to furnish film, film developer, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVER-RIDE).

## VISUAL ARTS (A.A. 01-014)

This program will provide the necessary general education requirements for the first two years of a four-year program leading to a Bachelor's Degree. (Advisor: Reuben Hale)

### Freshman Year

Course	Title	Semester Hours Credit	
		Fall	Winter
ART 1201C	Design Fundamentals	3	
ART 1300C	Drawing Fundamentals	3	
ENC 1101	Freshman Communications I	3	
SYG 1440**	Introduction to the Social Sciences	3	
MGF 1103	General Education Mathematics I	3	
PE	Physical Education	1	
Studio ART Electives Approved by Art Advisor			6
ENC 1102	Freshman Communications II	3	
POS 1001*	Introduction to Political Science	3	
MGF 1104	General Education Mathematics II	3	
PE	Physical Education	1	
		16	16

### Sophomore Year

Studio ART Electives Approved by Art Advisor. . .	6	
ARH 2051 History of Art (Modern). . . . .	3	
Literature . . . . .	3	
Science . . . . .	3	
HSC 2200 Life Science and Health . . . . .	3	
Studio ART Electives Approved by Art Advisor. . .	6	
Science . . . . .	3	
General Education Elective . . . . .	1	
ARH 2050 History of Art (Early). . . . .	3	
SPC 1600 Fundamentals of Speech . . . . .	3	
	18	16

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

## Biology

### GENERAL BIOLOGY (A.A. 02-026)

The biology curriculum is designed to prepare majors for transfer to a senior institution with a minimum of difficulty. The same basic courses apply, no matter which branch of biology is the student's final goal. However, it is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The following is a minimum program:

#### Freshman Year

Course	Title	Semester Hours Credit
BSC 1010	Principles of Biology	3
BSC 1010L	Principles of Biology Laboratory	1
BOT 1010	General Botany I	3
BOT 1010L	General Botany I Laboratory	1
or		
ZOO 1013	General Zoology	(3)
ZOO 1013L	General Zoology Laboratory	(1)
CHM 1041	General Chemistry II	3
CHM 1041L	General Chemistry II Laboratory	1
CHM 1046	General Chemistry III	3
CHM 1046L	General Chemistry III Laboratory	1
ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communications II	3
MAC 1104	College Algebra	3
MAC 1114	Trigonometry	3
SYG 1440*	Introduction to the Social Sciences	3
	Physical Education	2
		33

#### Sophomore Year

ARH 1000	Art Appreciation	3
or		
MUL 1010	Music Appreciation	(3)
BOT 1153	Botany II	(3)
BOT 1153L	Botany II Laboratory	(1)
ZOO 2713	Comparative Vertebrate Anatomy I	3
ZOO 2713L	Comparative Vertebrate Anatomy I Laboratory	1
PCB 2063	Genetics	3
PCB 2063L	Experiments in Genetics	1
CHM 2210	Organic Chemistry I	3
CHM 2210L	Organic Chemistry I Laboratory	1
CHM 2211	Organic Chemistry II	3
CHM 2211L	Organic Chemistry II Laboratory	1
or		
PHY 2053	General Physics I	(4)
PHY 2048L	General Physics I Laboratory	(1)
PHY 2054	General Physics II	(4)
PHY 2049L	General Physics II Laboratory	(1)
HSC 2200	Life Science and Health	3
POS 1001**	Introduction to Political Science	3
SPC 1600	Fundamentals of Speech	3
STA 2014	Statistics	3
	Literature	3
		36

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

## WATER/WASTEWATER MANAGEMENT (A.S. 02-199)

This program is designed to prepare the student for employment as a supervisor of a Water/Wastewater Treatment Plant, or a Water/Wastewater Treatment Laboratory.

Course	Title	Semester Hours	Credit
APB 1120	Environmental Conservation . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . .	(3)	
ENC 1101	Freshman Communications I . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MTB 1321	Technical Mathematics I . . . . .	3	
SYG 1440*	Introduction to the Social Sciences	3	
	Physical Education . . . . .	2	
		20	

### Program Required Courses:

CGS 1361	Introduction to Computers . . . . .	3	
ECO 2000	Introduction to Economics . . . . .	3	
ENC 1210	Technical Writing . . . . .	3	
ETD 1110C	Introduction to Technical Drawing .	2	
MAN 2021	Principles of Management . . . . .	3	
MNA 2100	Human Relations . . . . .	3	
or			
PSY 2012	General Psychology . . . . .	(3)	
MNA 2345	Principles of Supervision . . . . .	3	
MTB 1322	Technical Mathematics II . . . . .	3	
	* Science Elective . . . . .	3	
	Other Electives (See list below) . .	3	
		29	

Science			
Electives:	BSC 1010	General Biology . . . . .	3
	CHM 1015	Introduction to Chemistry . . . .	3

Other			
Electives:	EET 1104	Basic Electronics . . . . .	3
	SUR 1100	Basic Surveying . . . . .	3

Credit awarded upon review and evaluation of C, B, and A level Water/Wastewater Florida Certificates — Maximum allowable credit is as follows:

"C" level certificate	5 credit hours
"B" level certificate	5 credit hours
"A" level certificate	5 credit hours

NOTE: The award of credit is not automatic and will only be processed upon evaluation by the Director of Vocational Education and the student obtaining 15 college credits in residency at PBCC.

College Credit Classes	49 credit hours
Certificate Credit Equivalent	15 credit hours
	64 credit hours

\*SYG 2000, POS 1001, POS 2041 or AMH 2010 may be substituted.

## Business

### ACCOUNTING TECHNOLOGY (A.S. 03-050)

This accounting program is designed for those students who intend to seek immediate employment in the accounting field upon graduation from Palm Beach Community College, and for those who are presently employed in accounting and allied fields and desire advancement. Students wishing to transfer to a college or university should enroll in the Business Administration (A.A.) program.

Freshman Year		Semester Hours Credit		
Course	Title		Fall	Winter
# ACG 2001	Principles of Accounting I . . . .	3		
ENC 1101	Freshman Communications I . . .	3		
HSC 2200	Life Science and Health . . . . .	3		
MAN 2021	Principles of Management . . . .	3		
or				
GEB 1011	Introduction to Business . . . .	(3)		
#	* Mathematics . . . . .	3		
	** Physical Education . . . . .	1		
# ACG 2011	Principles of Accounting II . . . .	3		
CGS 1361	Introduction to Computers . . . .	3		
MNA 2100	Human Relations . . . . .	3		
OST 2335	Business Communications . . . .	4		
	* Natural Sciences . . . . .	3		
	** Physical Education . . . . .	1		
			16	17

### Sophomore Year

# ACG 2100	Intermediate Accounting . . . . .	3		
# ACG 2360	Cost Accounting . . . . .	3		
# CGS 2104	Microcomputer Operations- Accounting . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
# TAX 2000	Federal Income Tax I . . . . .	3		
# ACO 2661	Accounting Information Systems . . . . .	3		
# TAX 2010	Federal Income Tax II . . . . .	3		
	*** Business/Accounting Elective .	3		
	* Humanities . . . . .	3		
	* Social/Political Sciences . . . .	3		
			15	15

#For employment purposes, documentation will be provided upon completion of these courses with a 2.0 G.P.A. or higher.

\*See catalog section "Associate in Science."

\*\*See catalog section "Graduation Requirements."

\*\*\*Select from Economics, Business Law, or Not-For-Profit Accounting.

## BUSINESS ADMINISTRATION (A.A. 03-052) University Parallel

This curriculum is to be followed by the student who plans to work for the Baccalaureate Degree in **ACCOUNTING, BUSINESS ADMINISTRATION, ECONOMICS, MANAGEMENT, REAL ESTATE, INSURANCE, INTERNATIONAL TRADE, RETAILING, AND SALES MARKETING.**

Freshman Year Course	Title	Semester Hours Credit	
		Fall	Winter
ENC 1101	Freshman Communications I . . . .	3	
GEB 1011	Introduction to Business . . . . .	3	
MAC 1104	College Algebra . . . . .	3	
SYG 1440	Introduction to the Social Sciences****	3	
	*Natural Sciences . . . . .	3	
ENC 2103	Principles of Economics I (Macro)	3	
ENC 1102	Freshman Communications II . . .	3	
POS 1001	Introduction to Political Science***	3	
STA 2014	Statistics . . . . .	3	
	*Natural Sciences . . . . .	3	
	**Physical Education . . . . .	1	
		15	16

### Sophomore Year

ACG 2001	Principles of Accounting I . . . . .	3	
ECO 2023	Principles of Economics II (Micro)	3	
HSC 2200	Life Science and Health . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	*Literature . . . . .	3	
	**Physical Education . . . . .	1	
ACG 2011	Principles of Accounting II . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . . (3)		
CGS 1361	Introduction to Computers . . . . .	3	
(1)	Approved Electives . . . . .	6	
		16	15

(1) Electives should be selected only after you have examined the catalog of the upper division college you plan to attend. Electives must be approved by your academic advisor.

\*See catalog section "Associate in Arts."

\*\*See catalog section "Graduation Requirements."

\*\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*\*SYG 2000 may be substituted.

## BUSINESS ADMINISTRATION AND MANAGEMENT (A.S. 03-057) General Business Option

This program is designed for students who want to enter the world of business upon completion of two years of study. Basic theoretical knowledge is included, but the major emphasis is on application with maximum flexibility to explore various fields of vocational interest.

Freshman Year Course	Title	Semester Hours Credit	
		Fall	Winter
ENC 1101	Freshman Communications I . . . .	3	
MTB 1103	Business Mathematics . . . . .	3	
(1)	Business Electives . . . . .	6	
	*Physical Education . . . . .	1	
	*Social/Political Science . . . . .	3	
ENC 1102	Freshman Communications II . . .		3
or			
OST 2335	Business Communications . . . (4)		
or			
ENC 1210	Technical Writing . . . . . (3)		
(1)	Business Electives . . . . .		6
	*Mathematics . . . . .		3
	**Physical Education . . . . .		1
(2)	Other Elective . . . . .		3
		16-17	16

### Sophomore Year

HSC 2200	Life Science and Health . . . . .	3	
(1)	Business Electives . . . . .	6	
	*Humanities . . . . .	3	
	*Natural Science . . . . .	3	
APA 1111	Bookkeeping . . . . .	3	
CGS 1361	Introduction to Computers . . . . .	3	
(1)	Business Electives . . . . .	6	
(2)	Other Electives . . . . .	3	
		15	15

\*See catalog section "Associate in Science."

\*\*See catalog section "Graduation Requirements."

(1) Select from areas of Accounting, Business, Computer Science, Law, Economics, Management, Marketing, Real Estate, Secretarial Science, and Data Processing.

(2) Select from General Education, Business, or other technical courses.

**BUSINESS EDUCATION TEACHER (A.A. 03-056)**

This program is designed for those students going on to a college of education to earn the Baccalaureate Degree in Business Education. Prospective majors should speak with a counselor before selecting this program.

<i>Freshman Year</i>		<i>Semester Hours Credit</i>	
<i>Course</i>	<i>Title</i>	<i>Fall</i>	<i>Winter</i>
ENC 1101	Freshman Communications I . . . .	3	
SYG 1440	Introduction to the Social Sciences**** . . . . .	3	
OST 1100	Beginning Typewriting . . . . .	3	
OST 1211	Beginning Shorthand . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	**Physical Education . . . . .	1	
ENC 1102	Freshman Communications II . . . .		3
POS 1001	Introduction to Political Science*** . . . . .	3	
MGF 1103	General Education Math I . . . . .	3	
OST 1110	Intermediate Typing . . . . .	3	
OST 1212	Dictation and Transcription . . . . .	3	
	**Physical Education . . . . .	1	
<i>Sophomore Year</i>		16	16
	*Natural Sciences . . . . .	3	
MGF 1104	General Education Math II . . . . .	3	
ACG 2001	Principles of Accounting I . . . . .	3	
OST 2335	Business Communications . . . . .	4	
HSC 2200	Life Science and Health . . . . .	3	
ARH 1000	Art Appreciation . . . . .		3
or			
MUL 1010	Music Appreciation . . . . . (3)		
	*Natural Sciences . . . . .	3	
	*Literature . . . . .	3	
ACG 2011	Principles of Accounting II . . . . .	3	
CGS 1361	Introduction to Computers . . . . .	3	
		16	15

\*See catalog section "Associate in Arts."

\*\*See catalog section "Graduation Requirements."

\*\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*\*SYG 2000 may be substituted.

**COMPUTER INFORMATION SYSTEMS ANALYSIS (A.S. 03-126)**

The Computer Information Systems Analysis Program has two distinct options. Students may pursue the programming option, which places heavy emphasis on programming languages, or the applications option, which emphasizes the acquisition of skills in the use of applications programs.

<i>Freshman Year</i>		<i>Semester Hours Credit</i>	
<i>Course</i>	<i>Title</i>	<i>Fall</i>	<i>Winter</i>
<i>Programming Option</i>			
#COP 1002	Structured Programming . . . . .	3	
#CGS 1361	Introduction to Computers . . . . .	3	
ENC 1101	Freshman Communications I . . . .	3	
MGF 1103**	General Education Mathematics I . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
#COP 1160	Programming RPG II . . . . .	3	
#COP 2120	Programming COBOL . . . . .	3	
ECO 2013	Principles of Economics I (Macro) . . . . .		3
ENC 1101	Freshman Communications II . . . .		3
POS 1001*	Introduction to Political Science . . . .		3
	Physical Education . . . . .		1
<i>Sophomore Year</i>		15	16
APA 1111	Bookkeeping . . . . .	3	
#COP 2121	COBOL Applications . . . . .	3	
#CIS 2321	Systems and Applications . . . . .	3	
MGF 1104**	General Education Mathematics II . . . . .	3	
	Science . . . . .	3	
ARH 1000	Art Appreciation . . . . .		3
or			
MUL 1010	Music Appreciation . . . . . (3)		
#COP 1400	Assembly Language Programming . . . . .		3
ETI 2633	Industrial Relationships . . . . .		3
HSC 2200	Life Science and Health . . . . .		3
	Electives*** . . . . .		3
	Physical Education . . . . .		1
		15	16

#Indicates certificate program.

\*POS 2041, AMH 2010, SYG 1440 or SYG 2000 may be substituted.

\*\*Higher mathematics may be substituted.

\*\*\*Electives should be cleared with academic advisor.

## COMPUTER INFORMATION SYSTEMS ANALYSIS (A.S. 03-126) continued

Freshman Year Course	Title	Applications Option		Semester	Hours	Credit	
						Fall	Winter
GEB 1011	Introduction to Business. ....				3		
CGS 1361	Introduction to Computers. ....				3		
ENC 1101	Freshman Communications I. ....				3		
MGF 1103	General Education Mathematics I. ....				3		
SPC 1600	Fundamentals of Speech. ....				3		
OST 1141	Keyboarding. ....				1		
	Physical Education. ....				1		
HSC 2200	Life Science and Health. ....				3		
MGF 1104	General Education Mathematics II. ....				3		
COP 1002	Structured Programming. ....				3		
OST 2711	Word Processing. ....				3		
or							
OST 2711							
CGS 1560	Disk Operating System (DOS). ....				1		
OST 2335	Business Communications. ....				4		
					17	17	

### Sophomore Year

ACG 2001	Principles of Accounting I. ....				3		
CGS 1510	Lotus 1-2-3 (Beginning). ....				1		
CGS 1511	Lotus 1-2-3 (Intermediate). ....				1		
CGS 1540	dBase III Plus: Introduction. ....				1		
CGS 1541	Intermediate dBase II Plus. ....				1		
	Programming Language Elective*. ....				3		
	Humanities Elective***. ....				3		
	Social Science Elective***. ....				3		
	Case Studies in Computer Applications. ....				3		
	Inside the PC. ....				1		
CGS 2104	Microcomputer Operations-AC-CTG. ....				3		
CGS 1512	Lotus 1-2-3 (Advanced). ....				1		
CGS 1542	dBase II Plus: Programming. ....				1		
	Computer Applications Electives**. ....				3		
	Science Elective***. ....				3		
	Physical Education. ....				1		
					16	16	

\*Choose from the following languages: Basic (COP 1170); C Language (COP 1020); Assembly Language (COP 1400).

\*\*Choose from Networking, Project Management, Data Communications, Graphics or Desktop Publishing.

\*\*\*See Catalog Section "General Education - Requirements - A.S. Degree."

## COMPUTER SCIENCE - BUSINESS (A.A. 03-127)

The Computer Science Business Option curriculum stresses a sound foundation in business, the social sciences, and programming. This program is designed for those students going on to a college of business or computer science to earn the Baccalaureate degree in business or computer science.

Freshman Year Course	Title	Semester		Hours	Credit	
					Fall	Winter
ENC 1101	Freshman Communications I. ....			3		
MAC 1104	College Algebra. ....			3		
SYG 1440	Introduction to the Social Sciences***. ....			3		
CGS 1361	Introduction to Computers. ....			3		
	*Natural Science. ....			3		
	**Physical Education. ....			1		
ENC 1102	Freshman Communications II. ....			3		
STA 2014	Statistics. ....			3		
POS 1001	Introduction to Political Science****. ....			3		
COP 2120	Programming COBOL. ....			3		
PSY 2012	General Psychology. ....			3		
	*Natural Science. ....			3		
				16	16	

### Sophomore Year

SPC 1600	Fundamentals Of Speech. ....			3		
ECO 2013	Principles Of Economics (Macro). ....			3		
COP 2200	Programming FORTRAN. ....			3		
ACG 2001	Principles of Accounting I. ....			3		
	*Literature. ....			3		
	**Physical Education. ....			1		
ARH 1000	Art Appreciation. ....			3		
or						
MUL 1010	Music Appreciation. ....			(3)		
ECO 2023	Principles Of Economics (Micro). ....			3		
COP 1400	Assembly Language Programming. ....			3		
ACG 2011	Principles Of Accounting II. ....			3		
HSC 2200	Life Science & Health. ....			3		
				16	16	

\*See catalog section "Associate in Arts."

\*\*See catalog section "Graduation Requirements."

\*\*\*SYG 2000 may be substituted.

\*\*\*\*POS 2041 or AMH 2010 may be substituted.

## COMPUTER SCIENCE SYSTEMS (A.A. 03-125)

The Computer Science Systems Option curriculum stresses a sound foundation in the physical sciences, mathematics, and programming. This program prepares students for systems programming and systems engineering level positions. This program is designed for those students going on to a college of computer science or engineering to earn the Baccalaureate Degree in computer science or computer engineering.

Freshman Year Course	Title	Semester Hours		Credit
		Fall	Winter	
ENC 1101	Freshman Communications I . . . .	3		
MAC 1104	College Algebra . . . . .	3		
SYG 1440	Introduction to the Social Sciences**** . . . . .	3		
CGS 1361	Introduction to Computers . . . . .	3		
HSC 2200	Life Science and Health . . . . .	3		
	** Physical Education . . . . .	1		
ENC 1102	Freshman Communications II . . . .		3	
MAC 1114	Trigonometry . . . . .		3	
POS 1001	Introduction to Political Science*** . . . . .		3	
COP 2200	Programming FORTRAN . . . . .		3	
STA 2014	Statistics . . . . .		3	
	** Physical Education . . . . .		1	
<b>Sophomore Year</b>		16	16	
	* Literature . . . . .		3	
MAC 2311	Calculus I . . . . .		4	
COP 2120	Programming COBOL . . . . .		3	
PHY 2053	General Physics I . . . . .		4	
PHY 2048L	General Physics I - Lab . . . . .		1	
SPC 1600	Fundamentals of Speech . . . . .		3	
ARH 1000	Art Appreciation . . . . .		3	
or				
MUL 1010	Music Appreciation . . . . .(3)			
MAC 2311	Calculus II . . . . .		4	
COP 1400	Assembly Language Programming . . . . .		3	
PHY 2054	General Physics II . . . . .		4	
PHY 2049L	General Physics II Lab . . . . .		1	
PSY 2012	General Psychology . . . . .		3	
		18	18	

\*See catalog section "Associate in Arts."

\*\*See catalog section "Graduation Requirements."

\*\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*\*SYG 2000 may be substituted.

## FINANCIAL SERVICES (A.S. 03-075)

This program is designed for persons employed in the field of banking. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. The banking courses are offered through the American Institute of Banking.

Freshman Year Course	Title	Semester Hours		Credit
		Fall	Winter	
BAN 1004	Principles of Banking . . . . .		3	
ENC 1101	Freshman Communications I . . . .		3	
MTB 1103	Business Mathematics . . . . .		3	
	* Humanities . . . . .		3	
	** Physical Education . . . . .		1	
	* Social/Political Sciences . . . . .		3	
BAN 2801	Law and Banking: Applications . . .		3	
BAN 2511	Marketing for Bankers . . . . .		3	
ECO 2000	Introduction to Economics . . . . .		3	
or				
ECO 2013	Principles of Economics I (Macro) . . . . .(3)			
OST 2335	Business Communications . . . . .		4	
	* Mathematics . . . . .		3	
	** Physical Education . . . . .		1	
			16	17

**Sophomore Year**

ACG 2001	Principles of Accounting I . . . . .	3	
HSC 2000	Life Science and Health . . . . .	3	
MNA 2100	Human Relations . . . . .	3	
(1)	Banking Elective . . . . .	3	
	* Natural Sciences . . . . .	3	
ACG 2011	Principles of Accounting II . . . . .		3
CGS 1361	Introduction to Computers . . . . .		3
MNA 2345	Principles of Supervision . . . . .		3
SPC 1600	Fundamentals of Speech . . . . .		3
(1)	Banking Elective . . . . .		3
		15	15

(1) Select from courses with a BAN prefix. Consult the AIB Catalog to insure that selected courses meet the requirements of the desired AIB Diploma.

\*See catalog section "Associate in Science."

\*\*See catalog section "Graduation Requirements."

**LEGAL ASSISTANT (A.S. 03-505)**

There is a growing need for educated, well-trained legal assistants in our community. Not only law firms, but corporations, banks, real estate and government offices are more in need of the services and skills of competent legal assistants.

The Legal Assistant program at Palm Beach Community College leads toward an Associate in Science Degree and qualification for employment as a legal assistant or technician in law-related occupations, including public and private law practice and/or corporate or government law-related activities. Under the supervision and direction of a lawyer, the legal assistant is trained to provide the following services:

1. Apply knowledge of law and legal procedures in rendering direct assistance to lawyers engaged in legal research.
2. Design, develop or plan modifications of new procedures, techniques, services, processes or applications.
3. Prepare legal documents, or write detailed procedures for engaging in the practice in certain fields of law.
4. Select, compile, and use technical information from such references as digests, encyclopedias, or practice manuals.
5. Analyze and follow procedural problems that involve independent decisions.

The National Association of Legal Assistants, which is an independent organization, not affiliated with this or any other program, school or university, administers a comprehensive two-day examination to qualified candidates and grants successful examinees the status of Certified Legal Assistant (CLA). All program graduates who meet the other testing requirements of the National Association are strongly encouraged to sit for this examination.

**General Education Required Courses**

<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credit</i>
APB 1120	Environmental Conservation . . . . .	3	
or			
BSC 1010	Principles of Biology . . . . .	(3)	
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . .	(3)	
ENC 1101	Freshman Communications I . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MGF 1103	General Education Mathematics I . . . . .	3	
SYG 1440**	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	2	
		<b>20</b>	

**Program Required Courses**

APA 1111*	Bookkeeping . . . . .	3
BUL 2111	Business Law I . . . . .	3
BUL 2112	Business Law II . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
PLA 1003	Introduction to Legal Technology . . . . .	3
PLA 1004	Legal Writing and Research I . . . . .	3
PLA 1203	Preparing Negligence Cases . . . . .	3
PLA 2114	Legal Writing and Research II . . . . .	3
PLA 2223	Court Systems: Procedures and Pleadings I . . . . .	3
PLA 2233	Court Systems: Procedures and Pleadings II . . . . .	3
PLA 2504	Real Estate Law and Property Transactions I . . . . .	3
PLA 2513	Real Estate Law and Property Transactions II . . . . .	3
PLA 2603	Administration of Estates . . . . .	3
PLA 2483	Administrative Law . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
Elective**	(See list below) . . . . .	3

\*ACG 2001 Accounting I may be substituted.

\*\*\*SYG 2000, POS 1001, POS 2041 or AMH 2010 may be substituted.

**\*\*Approved Electives**

<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credit</i>
CCJ 2210	Criminal Law . . . . .	3	
CCJ 2230	Laws of Evidence . . . . .	3	
CGS 1361	Introduction to Computers . . . . .	3	
PLA 1949	CO-OP: Legal Assistant I . . . . .	3	
PLA 2763	Law Office Management . . . . .	3	
PLA 2803	Family Law . . . . .	3	
PLA 2949	CO-OP: Legal Assistant II . . . . .	3	
OST 2335	Business Communications . . . . .	4	
POS 2112	American State and Local Government . . . . .	3	
REE 2440	Abstracts and Titles I . . . . .	3	

## MARKETING/DISTRIBUTIVE EDUCATION TEACHER (A.A. 03-500)

This degree is offered for the student who is interested in pursuing a career as a teacher, fashion coordinator, buyer, department manager, or in a related field. This program is designed for the student transferring to a college of education. Prospective majors should speak with a counselor before selecting this program.

<i>Freshman Year</i>		<i>Semester Hours</i>		<i>Credit</i>
<i>Course</i>	<i>Title</i>	<i>Fall</i>	<i>Winter</i>	
ENC 1101	Freshman Communications I . . . .	3		
MGF 1103	General Education Mathematics I . . .	3		
SYG 1440	Introduction to the Social Sciences**** . . . . .	3		
GEB 1011	Introduction to Business . . . . .	3		
	*Natural Sciences . . . . .	3		
ENC 1102	Freshman Communications II . . . .		3	
MGF 1104	General Education Mathematics II . . .		3	
POS 1001	Introduction to Political Science*** . . . . .		3	
MKA 1041	Principles of Retailing I . . . . .		3	
MKA 2042	Principles of Retailing II . . . . .		3	
	**Physical Education . . . . .		1	
		15	16	

### *Sophomore Year*

SPC 1600	Fundamentals of Speech . . . . .	3		
CGS 1361	Introduction to Computers . . . . .	3		
MKA 1511	Advertising . . . . .	3		
HSC 2200	Life Science and Health . . . . .	3		
MAR 2011	Principals of Marketing . . . . .	3		
ARH 1000	Art Appreciation . . . . .		3	
or				
MUL 1010	Music Appreciation . . . . .(3)			
BUL 2111	Business Law I . . . . .	3		
	* Literature . . . . .	3		
	* Natural Sciences . . . . .	3		
MKA 2021	Salesmanship . . . . .	3		
	** Physical Education . . . . .		1	
		15	16	

\*See catalog section "Associate in Arts."

\*\*See catalog section "Graduation Requirements."

\*\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*\*SYG 2000 may be substituted.

## MANAGEMENT OPTION (A.S. 03-057)

This program prepares students for midmanagement and supervisory level positions. Courses cover a range of management areas and stress fundamental skills and techniques.

<i>Freshman Year</i>		<i>Semester Hours</i>		<i>Credit</i>
<i>Course</i>	<i>Title</i>	<i>Fall</i>	<i>Winter</i>	
ENC 1101	Freshman Communications I . . . .	3		
MKA 1041	Principles of Retailing I . . . . .	3		
MAR 2011	Principles of Marketing . . . . .	3		
	* Social/Political Sciences . . . . .	3		
MTB 1103	Business Mathematics . . . . .	3		
	**Physical Education . . . . .		1	

<i>Freshman Year</i>		<i>Semester Hours</i>		<i>Credit</i>
<i>Course</i>	<i>Title</i>	<i>Fall</i>	<i>Winter</i>	
ENC 1102	Freshman Communications II . . . .		3	
MAN 2021	Principles of Management . . . . .		3	
MKA 2021	Salesmanship . . . . .		3	
	* Mathematics . . . . .		3	
APA 1111	Bookkeeping . . . . .		3	
	** Physical Education . . . . .		1	
		16	16	

<i>Sophomore Year</i>		<i>Semester Hours</i>		<i>Credit</i>
<i>Course</i>	<i>Title</i>	<i>Fall</i>	<i>Winter</i>	
	* Natural Science . . . . .		3	
BUL 2111	Business Law . . . . .		3	
MNA 2100	Human Relations . . . . .		3	
MKA 2511	Advertising . . . . .		3	
	* Humanities . . . . .		3	
MAN 2800	Small Business Management . . . .		3	
MNA 2345	Principles of Supervision . . . . .		3	
HSC 2200	Life Science and Health . . . . .		3	
CGS 1361	Introduction to Computers . . . . .		3	
(1)	Elective . . . . .		3	
		15	15	

(1) See your advisor.

\*See catalog section "Associate in Science."

\*\*See catalog section "Graduation Requirements."

## RETAIL MARKETING (A.S. 03-057)

This program prepares the student for a position in distributive fields which require a high level of competence in a range of business knowledge and skills.

<i>Freshman Year</i>		<i>Semester Hours</i>		<i>Credit</i>
<i>Course</i>	<i>Title</i>	<i>Fall</i>	<i>Winter</i>	
ENC 1101	Freshman Communications I . . . .	3		
MKA 1041	Principles of Retailing I . . . . .	3		
MAR 2011	Principles of Marketing . . . . .	3		
MTB 1103	Business Mathematics . . . . .	3		
	* Social/Political Sciences . . . . .	3		
	** Physical Education . . . . .		1	
CTE 1401	Textiles . . . . .		3	
MAR 2101	Salesmanship . . . . .		3	
MKA 2042	Principles of Retailing II . . . . .		3	
OST 2335	Business Communications . . . . .		4	
	* Mathematics . . . . .		3	
	** Physical Education . . . . .		1	
		16	17	

<i>Sophomore Year</i>		<i>Semester Hours</i>		<i>Credit</i>
<i>Course</i>	<i>Title</i>	<i>Fall</i>	<i>Winter</i>	
CGS 1361	Introduction to Computers . . . . .	3		
MNA 2100	Human Relations . . . . .	3		
MKA 1311	Advertising . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
	* Natural Sciences . . . . .	3		
APA 1111	Bookkeeping . . . . .		3	
HSC 2200	Life Science and Health . . . . .		3	
MAN 2345	Principles of Supervision . . . . .		3	
MAN 2800	Small Business Management . . . .		3	
	* Humanities . . . . .		3	
		15	15	

\*See catalog section "Associate in Science."

\*\*See catalog section "Graduation Requirements."

# OFFICE SYSTEMS TECHNOLOGY (A.S. 03-514)

## Office Systems Option

This program prepares students for employment as top-level secretaries and administrative assistants.

## Freshman Year

Course	Title	Semester Hours		Credit
		Fall	Winter	
ENC 1101	Freshman Communications I . . . .	3		
OST 1100	Beginning Typewriting . . . . .	3		
	*Social/Political Science . . . . .	3		
	**Physical Education . . . . .	1		
MTB 1103	Business Mathematics . . . . .	3		
HSC 2200	Life Science and Health . . . . .	3		
OST 1110	Intermediate Typewriting . . . . .		3	
APA 1111	Bookkeeping . . . . .		3	
	*Physical Education . . . . .		1	
OST 1711	Word Star I . . . . .		3	
or				
OST 2711	Word Perfect I . . . . .		(3)	
SPC 1600	Fundamentals of Speech . . . . .		3	
	*Humanities . . . . .		3	
		16	16	

## Sophomore Year

OST 1722	Word Star II . . . . .	3		
or				
OST 2722	Word Perfect II . . . . .		(3)	
OST 2335	Business Communications . . . . .	4		
OST 2601	Machine Transcription I . . . . .	3		
	*Mathematics . . . . .	3		
OST 1211	Beginning Shorthand . . . . .	3		
BUL 2111	Business Law I . . . . .		3	
	*Natural Sciences . . . . .		3	
OST 2402	Office Procedures and Records Management . . . . .		4	
OST 2602	Machine Transcription II . . . . .			
or				
OST 1212	Dictation and Transcription II . . . .		3	
	***Elective . . . . .		3	
		16	16	

\*See catalog section "Associate in Science."

\*\*See catalog section "Graduation Requirements."

\*\*\*Choose 3 hours from the list of approved electives listed below: CGS 1060, CGS 1510, CGS 1511, CGS 1512, CGS 1540, CGS 1541, CGS 1542, CGS 1560, ECO 2013, MNA 2100, OST 1212, OST 1711, OST 1722, OST 2602, OST 2721, OST 2722, OST 2771.

## Word Processing Option

This program trains students for employment in the field of word and information processing systems. Emphasis is placed on development of skills in word processing, information processing, management, and general business. Students are prepared for supervisory and midmanagement positions in the automated office environment.

## Freshman Year

Course	Title	Semester Hours		Credit
		Fall	Winter	
ENC 1101	Freshman Communications I . . . .		3	
	*Social/Political Science . . . . .		3	
HSC 2200	Life Science and Health . . . . .		3	
	**Physical Education . . . . .		1	
OST 1711	Word Star I . . . . .		3	
or				
OST 2711	Word Perfect I . . . . .		(3)	
MTB 1103	Business Mathematics . . . . .		3	
CGS 1361	Introduction to Computers . . . . .		3	
	*Humanities . . . . .		3	
	*Physical Education . . . . .		1	
OST 1722	Word Star II . . . . .		3	
or				
OST 2722	Word Perfect II* . . . . .		(3)	
	***Electives . . . . .			6
		16	16	

## Sophomore Year

OST 1711	Word Star I*** . . . . .	3		
or				
OST 2711	Word Perfect I . . . . .		(3)	
CGS 1510	Lotus 1-2-3 Beg. . . . .		1	
BUL 2111	Business Law . . . . .		3	
OST 2335	Business Communications . . . . .		4	
OST 2601	Machine Transcription I . . . . .		3	
	*Mathematics . . . . .		3	
OST 2771	Word Processing Management . . . .		3	
CGS 1511	Lotus 1-2-3 Intermediate . . . . .		1	
MNA 2345	Supervision . . . . .		3	
or				
MAN 2021	Management . . . . .		(3)	
OST 2402	Office Procedures & Records Management . . . . .		4	
	*Natural Science . . . . .		3	
	****Electives . . . . .			1
		17	15	

\*See catalog section "Associate in Science."

\*\*See catalog section "Graduation Requirements."

\*\*\*Whichever has not been taken.

\*\*\*\*Choose 7 hours from the list of approved electives listed below: ACG 2001, APA 1111, CGS 1512, CGS 1540, CGS 1541, CGS 1542, CGS 1560, ECO 2013, MNA 2100, OST 1100, OST 1110, OST 1141, OST 1211, OST 1212, OST 2601.

## POSTAL SERVICE TECHNOLOGY (A.S. 03-511)

This program, under the guidance of an advisory committee, offers college level training within the specific field of Postal Technology as one means of achieving upward mobility in the Postal Service.

### Program Requirements

#### I) Major Technical Core Course Requirements

Course	Title	Semester Hours Credit	
		Fall	Winter
#MNA 1392	Customer Service I . . . . .	3	
#MNA 1393	Customer Service II . . . . .	3	
#MNA 1394	Postal Finance I . . . . .	3	
#MNA 1395	Mail Processing I . . . . .	3	
#MNA 1396	Mail Processing II . . . . .	3	
#MNA 2397	Postal Employee Relations . . . . .	3	
#MNA 2398	Postal Labor Relations . . . . .	3	
#MNA 2399	Postal Finance II . . . . .	3	
MAN 2021	Principles of Management . . . . .	3	
		27	

#### II) Academic Core Course Requirements

ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MTB 1321	Technical Mathematics I . . . . .	3	
POS 1001	Introduction to Political Science*** . . . . .	3	
	*Humanities . . . . .	3	
	*Natural Sciences . . . . .	3	
	**Physical Education . . . . .	2	
		23	

#### III) Approved Elective Course (12 credits)

ACG 2001	Principles of Accounting I . . . . .	3	
AMH 2095	American Minorities Today . . . . .	3	
BUL 2111	Business Law I . . . . .	3	
CGS 1361	Introduction to Computers . . . . .	3	
COP 1170	Programming in Basic . . . . .	3	
ECO 2013	Principles of Economics (Macro) . . . . .	3	
CLP 2002	Personality Development . . . . .	3	
ENC 1210	Technical Writing . . . . .	3	
MNA 2100	Human Relations . . . . .	3	
MAR 2011	Principles of Marketing . . . . .	3	
OST 2335	Business Communications . . . . .	4	
PHI 1100	The Art of Thinking . . . . .	3	
PSY 2012	General Psychology . . . . .	3	
REA 1205	Accelerated Reading . . . . .	3	
SOP 2740	Feminist Psychology . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
SPC 1601	Public Speaking . . . . .	3	
SPN 1120	Elementary Spanish I . . . . .	4	
SPN 1121	Elementary Spanish II . . . . .	4	
		12	
		62	

\*See catalog section "Associate in Science."

\*\*See catalog section "Graduation Requirements."

\*\*\*POS 2041 or AMH 2010 may be substituted.

#For employment purposes, documentation will be provided upon completion of these courses with a 2.0 GPA or higher.

## Chemistry

### CHEMISTRY (A.A. 04-076)

#### Freshman Year

Course	Title	Semester Hours Credit	
		Fall	Winter
ARH 1000 or MUL 1010	Art Appreciation . . . . .	3	
CHM 1041	Music Appreciation . . . . .	(3)	
CHM 1041L	General Chemistry II . . . . .	3	
ENC 1101	General Chemistry I Laboratory . . . . .	1	
MAC 1104	Freshman Communications I . . . . .	3	
SYG 1440*	College Algebra . . . . .	3	
CHM 1046	Introduction to the Social Sciences . . . . .	3	
CHM 1046L	General Chemistry III . . . . .		3
ENC 1102	General Chemistry III Laboratory . . . . .		1
HSC 2200	Freshman Communications II . . . . .		3
MAC 1114	Life Science and Health . . . . .		3
POS 1001**	Trigonometry . . . . .		3
	Introduction to Political Science . . . . .		3
	Physical Education . . . . .		1
		16	17

#### Sophomore Year

CHM 2210	Organic Chemistry I . . . . .	3	
CHM 2210L	Organic Chemistry I Laboratory . . . . .	1	
MAC 2311	Calculus with Analytic Geometry I . . . . .	4	
PHY 2048	General Physics w/Calculus I . . . . .	4	
PHY 2048L	General Physics w/Calculus I Laboratory . . . . .	1	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Literature . . . . .	3	
CHM 2211	Organic Chemistry II . . . . .		3
CHM 2211L	Organic Chemistry II Laboratory . . . . .		1
MAC 2312	Calculus with Analytic Geometry II . . . . .		4
PHY 2049	General Physics w/Calculus II . . . . .		4
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .		1
	Physical Education . . . . .		1
	Elective . . . . .		3
		19	17

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**PRE-PROFESSIONAL (A.A. 04-078)****Medical Related: Pre-Dental, Pre-Medical,  
Pre-Pharmacy, Pre-Podiatry, Pre-Veterinary**

This curriculum will meet the minimum requirements for admission to most medical and dental schools. While the student may be admitted to dental schools after two years of pre-professional work, medical schools require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission. This should be done early in the second semester of the first year in the curriculum.

**Freshman Year**

Course	Title	Semester Hours Credit	
		Fall	Winter
ARH 1000 or MUL 1010	Art Appreciation . . . . .	3	
BSC 1010	Music Appreciation . . . . .	(3)	
BSC 1010L	Principles of Biology . . . . .	3	
CHM 1041	Principles of Biology Laboratory . . . . .	1	
CHM 1041L	General Chemistry II . . . . .	3	
ENC 1101	General Chemistry II Laboratory . . . . .	1	
HSC 2200	Freshman Communications I . . . . .	3	
MAC 1104	Life Science and Health . . . . .	3	
ZOO 1013	College Algebra . . . . .	3	
ZOO 1013L	General Zoology . . . . .	3	
CHM 1046	General Zoology Laboratory . . . . .	1	
CHM 1046L	General Chemistry III . . . . .	3	
ENC 1102	General Chemistry III Laboratory . . . . .	1	
MAC 1114	Freshman Communications II . . . . .	3	
	Trigonometry . . . . .	3	
	Physical Education . . . . .	1	
		20	15

**Sophomore Year**

CHM 2210	Organic Chemistry I . . . . .	3	
CHM 2210L	Organic Chemistry I Laboratory . . . . .	1	
PHY 2048***	General Physics w/Calculus I . . . . .	4	
or			
PHY 2053	General Physics I . . . . .	(4)	
PHY 2048L	General Physics I Laboratory . . . . .	1	
BOT 1010	General Botany . . . . .	3	
BOT 1010L	General Botany Laboratory . . . . .	1	
or			
ZOO 2713	Comparative Vertebrate Anatomy . . . . .	(3)	
ZOO 2713L	Comparative Vertebrate Anatomy Laboratory . . . . .	(1)	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
CHM 2211	Organic Chemistry II . . . . .	3	
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1	
PHY 2049	General Physics w/Calculus II . . . . .	4	
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .	1	
PCS 1001**	Introduction to Political Science . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Literature . . . . .	3	
		17-18	18

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*If Physics with Calculus is taken, then Calculus with Analytic Geometry I must be taken concurrently.

**Communications****JOURNALISM (A.A. 05-104)****Freshman Year**

Course	Title	Semester Hours Credit	
		Fall	Winter
ARH 1000 or MUL 1010	Art Appreciation . . . . .	3	
ENC 1101	Music Appreciation . . . . .	(3)	
MGF 1103	Freshman Communications I . . . . .	3	
SYG 1440**	General Education Mathematics I . . . . .	3	
	Introduction to the Social Sciences . . . . .	3	
	Science . . . . .	3	
	Physical Education . . . . .	1	
ENC 1102	Freshman Communications II . . . . .		3
JOU 1100	Basic Writing for Mass Communication . . . . .		3
MGF 1104	General Education Mathematics II . . . . .		3
POS 1001*	Introduction to Political Science . . . . .		3
	Science . . . . .		3
	Physical Education . . . . .		1
		16	16

**Sophomore Year**

HSC 2200	Life Science and Health . . . . .	3	
MMC 1000	Survey of Communications . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Literature . . . . .	3	
	Elective . . . . .	3	
JOU 2103	Reporting and Writing Techniques . . . . .		3
PSY 2012	General Psychology . . . . .		3
SPC 1601	Public Speaking . . . . .		3
	Literature . . . . .		3
	Elective . . . . .		3
		15	15

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**LIBERAL ARTS (A.A. 05-105)**

**Creative Writing, English, English Teacher,  
Foreign Languages, Foreign Language Teacher**

**Freshman Year**

Course	Title	Semester	Hours Credit	
			Fall	Winter
ENC 1101	Freshman Communications I . . . .	3		
MGF 1103	General Education Mathematics I . . .	3		
SYG 1440*	Introduction to the Social Sciences Science . . . . .	3		
	Physical Education . . . . .	1		
	*** Foreign Languages (Spanish/French/Italian) . . . . .	4		
ENC 1102	Freshman Communications II . . . .	3		
MGF 1104	General Education Mathematics II . . .	3		
POS 1001**	Introduction to Political Science . . .	3		
	Science . . . . .	3		
	Physical Education . . . . .	1		
	Foreign Language . . . . .	4		
			17	17

**Sophomore Year**

AML 2010	American Literature to 1865 . . . .	3		
ARH 1000	Art Appreciation . . . . .	3		
or				
MUL 1010	Music Appreciation . . . . . (3)			
SPC 1600	Fundamentals of Speech . . . . .	3		
	Foreign Language . . . . .	3		
	Literature . . . . .	3		
AML 2022	American Literature after 1865 . . . .	3		
HSC 2200	Life Science and Health . . . . .	3		
	Foreign Language . . . . .	3		
	Literature . . . . .	3		
	Elective . . . . .	3		
			15	15

**Suggested Electives:** PHI 1100, ORI 2000

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*All 14 credits must be in one language.

**SPEECH — DRAMA (A.A. 05-103)****Freshman Year**

Course	Title	Semester	Hours Credit	
			Fall	Winter
DAA 2160	Contemporary Dance I . . . . .	1		
ENC 1101	Freshman Communications I . . . .	3		
MGF 1103	General Education Mathematics I . . .	3		
THE 1000	Introduction to the Theater . . . . .	3		
TPA 1210	Fundamentals of Stagecraft . . . . .	3		
TPP 2100	Acting I . . . . .	3		
DAA 2161	Contemporary Dance II . . . . .			1
ENC 1102	Freshman Communications II . . . .	3		
MGF 1104	General Education Mathematics II . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
THE 1020	Techniques of Dramatic Art . . . . .	3		
TPA 1211	Advanced Stagecraft . . . . .			3
			16	16

**Sophomore Year**

ARH 1000	Art Appreciation . . . . .	3		
or				
MUL 1010	Music Appreciation . . . . . (3)			
POS 1001**	Introduction to Political Science . . .	3		
ORI 2000	Oral Interpretation . . . . .	3		
	Literature . . . . .	3		
	Science . . . . .	3		
HSC 2200*	Life Science and Health . . . . .			3
SYG 1440*	Introduction to the Social Sciences . . . . .			3
	Elective . . . . .			3
	Literature . . . . .			3
	Science . . . . .			3
	Voice Class . . . . .			1
			15	16

**Suggested Electives:** SPC 1601, TPP 2110, THE 2930, TPP 2510

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**FOREIGN LANGUAGE REQUIREMENT**

SBE Rule stipulates that eight-to-10 semester hours of introductory college level foreign language is equivalent to two credits (two years) of secondary level foreign language study. For the purpose of admission to the Florida State University System effective August 1, 1989, every student admitted to one of the state universities must have completed two credits of sequential foreign language at the secondary level or its equivalent. Upon entering one of the Florida universities, a student's language credits already completed will be evaluated by the university for the purpose of meeting any university baccalaureate foreign language requirements.

EXEMPTED from this rule are: (1) Those students who received Associate in Arts Degrees prior to September 1, 1987, and (2) those students who enroll in an Associate in Arts Degree program in a Florida community college and who maintain continuous, full-time enrollment until they are admitted to a university in the Florida State University System with the Associate in Arts Degree completed before August 1, 1989.

## Criminal Justice

The transformation of the United States from a rural to an urban society, the tremendous social problems resulting from herding people together in vast areas around urban centers, the rapid acceleration of the drive for equality, the breakdown of many of our institutions, which have heretofore maintained social stability, pose problems for criminal justice personnel which are greater in both magnitude and complexity than those which they have faced before.

The degree programs emphasizing law enforcement and corrections are focused upon the need for a broad background of educational experience. They are designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. A number of related law enforcement, corrections, and criminal justice career fields are open to the graduate of the types of police and corrections programs listed below. There is no discrimination on the grounds of race, color, sex, religion or national origin.

This course of study is open to both men and women students and provides a modern approach to the field of criminal justice, with specialized study in law enforcement and/or corrections, including relations with the police, courts, and correctional agencies in the total administration of criminal justice. The program is designed to provide personnel with the knowledge and understanding necessary to operate effectively in the complex field of social control. The program, as recommended, leads to graduation with an Associate in Arts Degree in Criminal Justice, which will enable a student to transfer to a senior university in the Florida University System to obtain a Baccalaureate Degree or Associate in Science in Criminal Justice (Terminal).

It has been the experience of criminal justice faculty that 99.5% of majors at Palm Beach Community College, upon their entrance to the College, state their desire to continue their education to at least the baccalaureate level. This goal may be interrupted at the end of the two-year associate level for job experience and training, and return to the upper division school will be at a later date. Studies have shown that the best employees in the field are those who combine schooling with job experiences. Our program allows students a full year before their decisions become crucial to their studies, in that both terminal and transfer programs are identical for the first year.

Students electing the transfer program will take the five core courses and select two additional classes based on mutual agreement with their counselor. Terminal students will complete all criminal justice courses to complete their program.

Survey of Palm Beach County criminal justice agencies reveals that agency heads are satisfied with the knowledge that students have after graduation from PBCC in the criminal justice field; however, they have requested that greater emphasis be placed upon communications skills, both oral and written. This request parallels the position the State Department of Education and schools in the State of Florida are now taking. With this in mind, it is highly recommended that all students matriculate in the transfer sequence.

**NOTE:** Students desiring to continue their college education at a university must complete at least 36 hours of general education subjects. Any substitution of courses for the Law Enforcement Degree program must be approved by the program manager. A minimum of 21 hours in any of the criminal justice courses listed must be completed to earn the A.A. degree in Criminal Justice.

## CRIMINAL JUSTICE (A.A. 19-423) LAW ENFORCEMENT/CORRECTIONS (TRANSFER)

### Freshman Year

Course	Title	Semester Hours Credit	
		Fall	Winter
CCJ 1020*	Administration of Criminal Justice	3	
CCJ 1400*	Police Administration I . . . . .	3	
ENC 1101	Freshman Communications I . . . .	3	
SYG 1440***	Introduction to the Social Sciences . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Physical Education . . . . .	1	
CCJ 1401	Police Administration II . . . . .		3
or			
CCJ 2310	Org. & Admin. of Correct. Fac. .(3)		
CCJ 2210*	Criminal Law . . . . .		3
ENC 1102	Freshman Communications II . . . .		3
POS 1001**	Introduction to Political Science . .		3
PSY 2012	General Psychology . . . . .		3
	Physical Education . . . . .		1
		16	16

### Sophomore Year

CCJ 2330*	Principles of Probation and Parole	3	
CLP 2002	Personality Dev. & Adjustment . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MGF 1103	General Education Mathematics I . . . . .	3	
	Literature . . . . .	3	
	Science . . . . .	3	
ARH 1000	Art Appreciation . . . . .		3
or			
MUL 1010	Music Appreciation . . . . .(3)		
CCJ 2231	Laws of Arrest, Search & Seizure .		3
CCJ 2500*	Juvenile Delinquency . . . . .		3
MGF 1104	General Education Mathematics II . . . . .		3
	Science . . . . .		3
		18	15

\*Core Curriculum, Criminal Justice

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*SYG 2000 may be substituted.

## CRIMINAL JUSTICE (A.S. 19-424) ASSOCIATE IN SCIENCE (TERMINAL)

### Freshman Year

Course	Title	Semester	Hours Credit	
			Fall	Winter
CCJ 1020*	Administration of Criminal Justice . . . . .		3	
CCJ 1400*	Police Administration I . . . . .		3	
ENC 1101	Freshman Communications I . . . . .		3	
HSC 2200	Life Science and Health . . . . .		3	
PEM 1104	Physical Fitness . . . . .		1	
SYG 1440***	Introduction to the Social Sciences . . . . .		3	
ARH 1000	Art Appreciation . . . . .			3
CCJ 1401	Police Administration II . . . . .			3
CCJ 2210*	Criminal Law . . . . .			3
ENC 1102	Freshman Communications II . . . . .			3
or				
ENC 1210	Technical Writing . . . . . (3)			3
PSY 2012	General Psychology . . . . .			3
or				
SYG 2010	American Social Problems . . . . . (3)			
or				
CLP 2002	Personality Development . . . . . (3)			
PEM 2405	Self Defense . . . . .			1
			16	16

### Sophomore Year

CCJ 2230	Laws of Evidence . . . . .		3	
CCJ 2310	Organiza. & Admin. of Correctional Facility . . . . .		3	
CCJ 2500*	Juvenile Delinquency . . . . .		3	
CJT 2100	Criminal Investigation . . . . .		3	
MGF 1103	General Education Mathematics I . . . . .		3	
CCJ 2231	Laws of Arrest, Search and Seizure . . . . .			3
CCJ 2330*	Principles of Probation and Parole . . . . .			3
CCJ 2940	Intern Criminal Justice . . . . .			4
CJT 2140**	Introduction to Criminalistics . . . . .			3
PSC 1513	Earth Science . . . . .			3
			15	16

\*Core Curriculum, Criminal Justice.

\*\*Co- or prerequisite - CJT 2100.

\*\*\*SYG 2000 may be substituted.

## Dental Health Services

### DENTAL HYGIENE (A.S. 07-151)

The Dental Hygiene program is approved by the Florida State Board of Dentistry and is accredited by the ADA Commission of Accreditation. Graduates are eligible to take National and State Board Examinations to become licensed dental hygienists. The program leads to an A.S. Degree.

All dental hygiene courses must be taken in sequence and a grade of C or better must be earned in BOTH the clinical and academic areas of the program. The remaining courses listed must be taken in the sequence designated or prior to the dental hygiene courses.

The student must maintain at least a C average to remain in the program and must make a C or better in ALL of the dental hygiene curriculum courses, Anatomy and Physiology, Chemistry, and Microbiology. Natural sciences must have been taken within the past five years and dental science courses must have been taken within the past three years, or qualify for acceptance by challenge examination.

Please refer to admission requirements.

### Dental Hygiene — Admissions

The following requirements must be met to be considered for selection to this program:

#### A. FORMS

1. Completed Dental Hygiene application.
2. Completed medical and dental examination forms. These must not be more than one year old at the start of the fall term in which the applicant is to be admitted. Due to the educational process at the institution, it is imperative that not only current conditions, but past history conditions be listed in the appropriate spaces; i.e., rheumatic fever, mitral valve prolapse, congenital heart disease, heart murmur, (functional or organic), allergies or hepatitis.\*

#### B. ALL OFFICIAL HIGH SCHOOL AND COLLEGE TRANSCRIPTS

1. Cumulative GPA on all college transcripts must be 2.0 or better.
2. An official transcript documenting that the natural sciences have been taken within the last five years and the dental sciences have been taken within the last three years. If those courses are beyond the time limit, you may qualify by challenge examination. The basic (natural) science challenge examination(s) must be completed prior to the selection/admission process. Dental sciences may be challenged after acceptance to the program.
3. The ACT or SAT test must be taken prior to being considered for selection into the program. If the applicant has completed a minimum of three credits of college English equivalent to ENC 1101 with a C or better and three in college mathematics equivalent to MAT 1103 with a C or better, he/she is exempt from taking the ACT or SAT test.
2. The applicant must score at least 14 (composite) on the ACT or SAT verbal score of at least 340 and not place in college preparatory mathematics, English and/or reading. If test scores are such that college preparatory work is required in English, reading or mathematics, this work must be successfully completed prior to selection.

3. ACT score less than 14 (or SAT less than 340) may be accepted if the applicant has:
- Completed 24 semester hours of college work (not including remedial courses),
  - Successfully completed any remediation as in "2" above,
  - Completed at least 6 college semester hours of natural science with grades of C or better,
  - A college cumulative GPA of 2.0 or better.
4. If the applicant does not have a degree from an accredited college/university, and does not have courses as indicated in "1" above, then the applicant must complete the course work noted in "3a-d" inclusive.

It is strongly recommended that the student complete as many as possible of the core courses with emphasis on the natural sciences (anatomy and physiology, microbiology and chemistry) prior to application to the program.

\*Upon acceptance to the program, if you have a history of hepatitis, you must present a letter from your physician or clinic stating whether it was type A, type B, or type Non A-Non B. If you have a history of hepatitis B or hepatitis Non A-Non B, you must present proof you are not a carrier by having the HB Antibody/HBS Antigen test.

#### Core Courses

Course	Title	Semester	Hours	Credit
AML 2010*	American Literature to 1865.....	3		
APB 1170	Microbiology .....	2		
APB 1170L	Microbiology Laboratory.....	1		
APB 1190	Anatomy and Physiology I .....	2		
APB 1190L	Anatomy and Physiology I Laboratory .....	1		
APB 1191	Anatomy and Physiology II.....	2		
APB 1191L	Anatomy and Physiology II Laboratory .....	1		
CHM 1015	Principles of Chemistry .....	3		
ENC 1101	Freshman Communications I .....	3		
HSC 2200	Life Science and Health .....	3		
HUN 1201	Elements of Nutrition .....	3		
MGF 1103	General Education Mathematics I .....	3		
	Module F .....	(1)		
	Module K .....	(1)		
	Module H, I, J, G, or L .....	(1)		
POS 1001**	Introduction to Political Science ..	3		
PSY 2012	General Psychology .....	3		
SPC 1600	Fundamentals of Speech .....	3		
SYG 2000	Introduction to Sociology .....	3		
	Physical Education .....	2		
		41		

#### Freshman Year

Course	Title	Semester Hours Credit	
		Fall	Winter
DEH 1003	Clinical Dental Hygiene I .....	3	
DEH 1003L	Clinical Dental Hygiene I Laboratory .....	3	
DEH 2600	Periodontics I .....	1	
DEH 2720	Preventive Dentistry I .....	1	
DES 1000	Dental Anatomy .....	2	
DES 1000L	Dental Anatomy Laboratory .....	1	
DES 1200C	Dental Radiology .....	2	
DEH 1800C	Clinical Dental Hygiene II .....		7
DEH 2604	Periodontics II .....		1
DEH 2722	Preventive Dentistry II .....		2
DES 1030	Oral Embryology and Histology ..		2
DES 1050	Pharmacology I .....		1
		13	13

#### Sophomore Year

DEH 2605	Periodontics III .....	1	
DEH 2724	Preventive Dentistry III .....	1	
DEH 2804C	Clinical Dental Hygiene III .....	6	
DES 1047	General and Oral Pathology .....	1	
DES 1051	Pharmacology II .....	1	
DES 1100C	Elements of Dental Materials for Dental Auxiliaries .....	3	
DEH 2606	Periodontics IV (Externship) .....		3
DEH 2701	Community Dentistry .....		2
DEH 2806C	Clinical Dental Hygiene IV .....		6
		13	11

DEH 2930 Special Topics to Update Clinical Skills: two cr. Designed for graduate Dental Hygienists. Offered fall and winter. Call 439-8096 for details.

The proposed and recommended main body of the dental hygiene curriculum is built on the premise that all the support courses would have been completed by the beginning of the fall semester of the two years of dental hygiene.

However, there is time built into the schedule for completion of some few of the support courses during the spring and summer six-week terms, should this prove necessary. This flexibility allows for the student applicant to repeat any courses below the C grade level, and also allows the applicant missing only a few support courses completion within a two-year dental hygiene time frame.

\*AML 2022, ENL 2010, ENL 2020, LIT 2110, LIT 2120, ARH 1000, or MUL 1010 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

## DENTAL LABORATORY TECHNOLOGY (A.S. 07-152)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education of the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program is accredited by the Council on Education of the American Dental Association.

### Freshman Year

Course	Title	Semester Hours Credit		
		Fall	Winter	Spring
DES 1000	Dental Anatomy . . . . .	2		
DES 1000L	Dental Anatomy Laboratory . . . . .	1		
DTE 1000	Orientation and Terminology . . . . .	1		
DTE 1100C	Complete Denture Techniques I . . . . .	4		
DTE 1110C	Cast Inlay and Crown Techniques . . . . .	2		
DTE 1190	Physical Science for DLT . . . . .	3		
ENC 1101	Freshman Communications I . . . . .	3		
DTE 1101C	Complete Denture Techniques II . . . . .		5	
DTE 1105C	Partial Denture Techniques I . . . . .		2	
DTE 2130C	Special Prosthesis . . . . .		2	
HSC 2200	Life Science and Health . . . . .		3	
MGF 1103	General Education Mathematics I . . . . .		3	
	Physical Education . . . . .		1	
DTE 2106C	Partial Denture Techniques II . . . . .			4
DTE 2131C	Ortho and Pedo Removable Appliances . . . . .			2
		16	16	6

### Sophomore Year

BSC 1010	Principles of Biology . . . . .	3		
DTE 1150C	Crown and Bridge Techniques I . . . . .	5		
GEB 1011**	Introduction to Business . . . . .	3		
POS 1001***	Introduction to Political Science . . . . .	3		
	Physical Education . . . . .	1		
AML 2010*	American Literature to 1865 . . . . .		3	
DTE 1140C	Ceramics . . . . .		7	
DTE 1200	Jurisprudence and Ethics . . . . .		1	
DTE 2151C	Crown and Bridge Techniques II . . . . .			4
		15	15	

\*AML 2022, ENL 2010, ENL 2020, LIT 2110, LIT 2121, ARH 1000, or MUL 1010 may be substituted.

\*\*MAN 2021 may be substituted.

\*\*\*AMH 2010, POS 2041, SYG 1440 or SYG 2000 may be substituted.

## DENTAL ASSISTING PROGRAM (Certificate Program CT-153)

The Dental Assisting program is approved by the Florida State Board of Dentistry and is accredited by the ADA Commission of Accreditation. Graduates are eligible to take the National Board Examination and receive an Expanded Duties certificate.

The Dental Assisting courses must be taken in sequence and a grade of C or better must be earned in BOTH the clinical and academic areas of the program. The remaining courses listed must be taken in the sequence designated or prior to the Dental Assisting courses.

Two classes are accepted annually — one beginning with the summer term and the second with the winter term. Each class covers a 44-week period in special studies. Typewriting is not included in the curriculum, but proficiency is desirable.

### Dental Assisting — Admissions

Applicant for admission into the Dental Assisting program must provide the following information directly to PBCC's Admissions Office in order to be considered for selection. Applicants must have:

1. A completed medical exam within one year prior to starting date.
2. A dental examination on a form furnished by the College.
3. A set of TABE scores showing proficiency at the 8th grade level or higher in communications and computation, or successful completion of equivalent course work.
4. An interview with a staff member of the College.

### Freshman year

Course	Title	Semester Hours Credit	
		Summer	Fall
DEA 1000	Introduction to Dental Assisting . . . . .	1	
DEA 1020C	Preclinical Orientation I . . . . .	3	
DES 1200C	Dental Radiology . . . . .	2	
DEA 1120	Related Dental Theory . . . . .		3
DEA 1800C	Clinical Practice I . . . . .		4
DEA 1820C	Intraoral Auxiliary Procedures I . . . . .		3
DEA 2940	Dental Practicum . . . . .		1
DES 1100C	Elements of Dental Materials for Dental Auxiliaries . . . . .		3
ENC 1101	Freshman Communications I . . . . .		3
		6	17

### Winter Spring

DEA1200	Dental Office Practice Management . . . . .	3	
DEA 1801C	Clinical Practice II . . . . .	4	
DEA 1821C	Intraoral Auxiliary Procedures II . . . . .	2	
DES 1000	Dental Anatomy . . . . .	2	
DES 1000L	Dental Anatomy Laboratory . . . . .	1	
PSY 2012	General Psychology . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
DEA 1850	Clinical Practice III . . . . .		2
DEA 1850L	Clinical Practice III Laboratory . . . . .		4
		18	6

In addition to certificate requirements, the following courses may be taken to obtain an A.S. Degree in Dental Assisting (A.S. 07-154).

<i>Course</i>	<i>Title</i>	<i>Semester Hours Credit</i>
AML 2010*	American Literature to 1865 . . . . .	3
CHM 1015	Principles of Chemistry . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
MGF 1103	General Education Mathematics I . . . . .	3
POS 1001**	Introduction to Political Sciences . . . . .	3
SYG 1440***	Introduction to the Social Sciences . . . . .	3
	Physical Education . . . . .	2
		<u>23</u>

\*AML 2022, ENL 2010, ENL 2020, LIT 2110, LIT 2120, ARH 1000, or MUL 1010 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*SYG 2000 may be substituted.

## Engineering Technology

### AUTOMATED MANUFACTURING TECHNOLOGY (A.S. 08-190)

<i>Freshman Year Course</i>	<i>Title</i>	<i>Semester Hours Credit</i>		
		<i>Fall</i>	<i>Winter</i>	<i>Summer</i>
CET 2112C	Logic Circuits . . . . .	4		
EET 1015	D.C. Circuit Analysis . . . . .	3		
EET 1015L	D.C. Circuit Analysis Laboratory . . . . .	1		
ENC 1101	Freshman Communications I . . . . .	3		
ETI 1481	Introduction to Robotic and Automated Mfg. . . . .	3		
MTB 1321	Technical Mathematics I . . . . .	3		
CET 1123C	Microprocessors . . . . .		4	
COP 1170	Programming in Basic . . . . .		3	
EET 1025	A.C. Circuit Analysis . . . . .		3	
EET 1025L	A.C. Circuit Analysis Laboratory . . . . .		1	
ENC 1210	Technical Writing . . . . .		3	
MTB 1322	Technical Mathematics II . . . . .		3	
POS 1001*	Introduction to Political Science . . . . .			3
	Physical Education . . . . .		1	1
		<u>17</u>	<u>18</u>	<u>4</u>

#### *Sophomore Year*

CET 1143C	Microprocessor Applications . . . . .	3		
EET 2121	Electronics I . . . . .	3		
EET 2121L	Electronics I Laboratory . . . . .	1		
EET	Applied Electric Motors and Mechanics . . . . .	4		
ETI	Work Cell Calibration and Control . . . . .	3		
ETM 2312C	Hydraulics and Pneumatics . . . . .	3		
COE 2949	CO-OP: Successful Employability Techniques . . . . .		1	
ETI 1411C	Manufacturing Processes . . . . .		3	
ETI	Work Cell Problem Solving and Trouble Shooting . . . . .		3	
HSC 2200	Life Science and Health . . . . .		3	
PSC 1341	Physical Science for Today's World . . . . .		3	
	Humanities . . . . .		3	
		<u>17</u>	<u>16</u>	

\*POS 2041, AMH 2010, SYG 1440, SYG 2000 may be substituted.

## AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY (A.S. 08-188)

The Automotive Service Management Technology program is a two-to-three year articulated program consisting of an Automotive Technology core offered by ASE certified technical schools and a Management core of courses offered by Palm Beach Community College. Any nationally-certified auto mechanic with certification in each of the technical core course subject areas may apply for credit by presenting documentation of certification and verification of work experience in each area.

### Technical Core Courses

Students must complete a minimum of seven areas plus the apprentice training at an ASE certified school, such as North Technical Education Center. Twenty-four semester hours of college credit will be awarded to students after they enroll in and complete 15 semester hours of course work in the Management Core.

#### Major Technical Core Course Requirements

Course	Title	Vocational Credits
AER 1000	Automotive Parts and Customer Relations . . . . .	3
*AER 1004	Engine Diagnosis and Repair . . . . .	3
*AER 1100	Electrical System Diagnosis and Repair . . . . .	3
*AER 1112	Engine Performance . . . . .	3
*AER 1120	Suspension and Steering Systems . . . . .	3
*AER 1121	Brake System Diagnosis and Repair . . . . .	3
*AER 1131	Automotive Transmission and Transaxles . . . . .	3
*AER 1162	Manual Transmissions and Drive Train . . . . .	3
*AER 1171	Heating and Air-conditioning Systems . . . . .	3
**AER 1940	Apprentice Experience I . . . . .	1
**AER 1941	Apprentice Experience II . . . . .	1
**AER 1942	Apprentice Experience III . . . . .	1
		24

\*Credit will be awarded based on successful completion of the appropriate ASE examination and 180 hours of certified laboratory experience in each area.

\*\*Credit will be awarded based on completion of a certified training plan in an approved agency.

### Management Core Courses

Course	Title	Semester Hours Credit
CGS 1361	Introduction to Computers . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1210	Technical Writing . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
MAN 2021	Principles of Management . . . . .	3
MNA 2100	Human Relations . . . . .	3
MNA 2345	Principles of Supervision . . . . .	3
MTB 1321**	Technical Mathematics I . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
PSC 1341	Physical Science for Today's World . . . . .	3
	*Humanities . . . . .	3
	Physical Education . . . . .	2
		35

### Elective Courses (Choose 1)

BUL 2111	Business Law . . . . .	3
ETI 2633	Industrial Relationships . . . . .	3
MKA 2021	Salesmanship . . . . .	3
MTB 1322	Technical Mathematics II . . . . .	3
		62

\*Any General Education Humanities course may be taken.

\*\*SYG 2000, POS 2041, SYG 1400 or AMH 2010 may be substituted.

\*\*\*MAC 1104 College Algebra may be substituted.

## BUILDING CONSTRUCTION (A.A. 08-185)

Freshman Year		Semester Hours Credit	
Course	Title	Fall	Winter
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . .	(3)	
CGS 1361	Introduction to Computers . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MAC 1104	College Algebra . . . . .	3	
SYG 1440***	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
EGS 1111	Engineering Graphics . . . . .		3
ENC 1102	Freshman Communications II . . . . .		3
HSC 2200	Life Science and Health . . . . .		3
MAC 1114	Trigonometry . . . . .		3
SPC 1600	Fundamentals of Speech . . . . .		3
	Physical Education . . . . .		1
		16	16

### Sophomore Year

		Semester Hours Credit	
ACG 2001	Principals of Accounting I . . . . .	3	
BCN 1210	Building Construction Materials . . . . .	3	
BCN 2253C	Architectural Drafting . . . . .	3	
PHY 2053	General Physics I . . . . .	4	
PHY 2048L	General Physics I Laboratory . . . . .	1	
POS 1001**	Introduction to Political Science . . . . .	3	
EGS 2301	Statics . . . . .		3
MAC 2311	Calculus w/Analytic Geometry I . . . . .		4
PHY 2054	General Physics II . . . . .		4
PHY 2049L	General Physics II Laboratory . . . . .		1
	Literature . . . . .		3
	General Education Electives . . . . .		3
		17	18

\*\*\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

NOTE: Check with your academic advisor as to the upper division school you wish to attend, as entry requirements vary from school to school.

The University of Florida requires that a course in geology be completed during the first two years of the college program.

## BUILDING CONSTRUCTION MANAGEMENT (A.S. 08-198)

A student wishing to earn a certificate rather than an Associate in Science Degree may do so by completing only the Building Construction courses.

### Building Construction Courses

Course	Title	Semester Hours	Credit
BCN 1272	Plans Interpretation . . . . .	3	
BCN 1616	Advanced Construction Estimating . . . . .	3	
BCN 1740	Construction Law . . . . .	3	
BCN 1750	Construction Finance . . . . .	3	
BCN 2220	Construction Materials and Methods . . . . .	3	
BCN 2712	Construction Supervision Procedure . . . . .	3	
BCN 2941	Building Construction Experience . . . . .	3	
SUR 1100	Basic Surveying . . . . .	3	
		24	

### Additional Courses Required for A.S. Degree

ARH 1000**	Art Appreciation . . . . .	3	
BCN 1210	Building Construction Materials . . . . .	3	
BCN 2253	Architectural Drafting . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ETD 1110	Introduction to Technical Drawing . . . . .	2	
HSC 2200	Life Science and Health . . . . .	3	
HSC 1400	Standard First Aid and CPR . . . . .	1	
MTB 1321	Technical Mathematics I . . . . .	3	
MTB 1322	Technical Mathematics II . . . . .	3	
POS 2041*	American National Government . . . . .	3	
PSC 1341	Physical Science for Today's World . . . . .	3	
SYG 1440**	Introduction to the Social Sciences . . . . .	3	
SUR 2101C	Surveying I . . . . .	4	
	Physical Education . . . . .	2	
ENC 1210	Technical Writing . . . . .	3	
		42	

\*POS 1001 may be substituted.

\*\*SYG 2000 may be substituted.

\*\*\*MUL 1010 may be substituted.

**NOTE:** SUR 1100 Basic Surveying may be A.S. credit for graduation in the Building Construction Management Program in lieu of any of the above construction courses.

## COMMERCIAL PILOT TECHNOLOGY (A.S. 08-197)

This program is designed to prepare students to become commercial pilots. In addition to the necessary ground schools, a broad study of all aspects of aviation and general education subjects is emphasized to further a career in aviation. The student may pursue a certificate program by completion of those courses marked with the symbol. "#."

Freshman Year		Semester Hours Credit		
Course	Title		Fall	Winter
#ATT 1100	Private Pilot Ground School . . . . .	3		
#ASC 1640	Propulsion Systems . . . . .	3		
ENC 1101	Freshman Communications I . . . . .	3		
MTB 1321*	Technical Mathematics I . . . . .	3		
SYG 1440**	Introduction to the Social Sciences Physical Education . . . . .	3	1	
#ASC 1310	Aero-Safety and Regulations . . . . .			2
#ASC 2550	Aerodynamics . . . . .			3
#ATF 1100	Flight — Private . . . . .			3
#ATF 1600	Basic Instrument Flight Simulator Laboratory . . . . .			1
ARH 1000	Art Appreciation . . . . .			3
or				
MUL 1010	Music Appreciation . . . . .	(3)		
MTB 1322*	Technical Mathematics II . . . . .			3
ENC 1210	Technical Writing . . . . .			3
			16	18

### Sophomore Year

#ASC 1210	Aero-Meterology . . . . .	3		
#ATF 2300	Flight - Commercial . . . . .	3		
#ATF 2605	Basic Instrument Flight Adv. Sim. Laboratory . . . . .		1	
HSC 2200	Life Science and Health . . . . .	3		
POS 1001***	Introduction to Political Science . . . . .	3		
PSC 1513	Earth Science . . . . .	3		
#ASC 1101	Aero-Navigation . . . . .			3
#AVM 2010	Aerospace and Air Travel . . . . .			3
#ATT 2120	Instrument Ground School . . . . .			3
#ATF 2300	Flight - Instrument . . . . .			3
#ATF 2610	Advanced Instrument Flight Simulator Laboratory . . . . .			1
PSC 1341	Physical Science for Today's World Physical Education . . . . .			3
			16	17

\*MAC 1104, MAC 1114 may be substituted.

\*\*SYG 2000 may be substituted.

\*\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Students should check with their advisors for specific course that may be required by some upper division schools.

The following credit shall be given if the student holds

PRIVATE LICENSE                      INSTRUMENT LICENSE

ATT 1100                                  ATT 1100

ATF 1100                                  ATT 2120

   ATF 1100

COMMERCIAL LICENSE

   ATF 2300

ATT 1100

ATF 1100

ATF 2200

## COMMERCIAL PILOT TECHNOLOGY

### Maintenance Management Option (A.S. 08-197)

This program is designed to allow individuals who currently hold an Airframe and Powerplant Mechanics license issued by the FAA to pursue a two-year degree which will give them management skills and knowledge for advancement within the aviation maintenance industry.

College credit will be awarded for the following current FAA licenses toward this A.S. Degree:

Powerplant Mechanic — 12 hours

Airframe Mechanic — 12 hours

#### Freshman Year

Course	Title	Semester Hours Credit		
		Fall	Winter	License
ASC 1210	Aero Meteorology .....	3		
ENG 1101	Freshman Communications I. . .	3		
SYG 1440*	Introduction to the Social Sciences. ....	3		
	Physical Education .....	1		
ASC 1310	Aero Regulations and Safety. .		2	Airframe
CGS 1361	Introduction to Computers. ....		3	
GEB 1011	Introduction to Business .....		3	
MTB 1321**	Technical Mathematics I .....		3	
	Physical Education .....		1	
		10	12	12

#### Sophomore Year

BUL 2111	Business Law I .....	3		
ENC 1210	Technical Writing .....	3		
HSC 2200	Life Science and Health .....	3		
AVM 2010	Aerospace and Air Travel ....		3	Power-
MAN 2021	Principles of Management. ....		3	Plant
PSC 1341	Physical Science for Today's World .....		3	
	***Humanities .....		3	
		9	12	12

\*POS 2041, AMH 2010, SYG 2000 may be substituted.

\*\*MAC 1104 College Algebra may be substituted.

\*\*\*Any Humanities course may be substituted.

## COMMERCIAL PILOT TECHNOLOGY

### Operations Option (A.S. 08-197)

#### Freshman Year

Course	Title	Semester Hours Credit		
		Fall	Winter	
ATT 1100	Private Pilot Ground School .....	3		
ASC 1640	Propulsion Systems .....	3		
ENC 1101	Freshman Communications I .....	3		
MAT 1033	Intermediate Algebra. ....	3		
SYG 1440*	Introduction to the Social Sciences ..	3		
	Physical Education .....	1		
ASC 1310	Aero-Safety & Regulations .....		2	
CGS 1361	Introduction to Computers. ....		3	
GEB 1011	Introduction to Business .....		3	
MAC 1104	College Algebra .....		3	
	Physical Education .....		1	
ARH 1000***	Art Appreciation .....		3	
		16	15	

#### Sophomore Year

Course	Title	Fall	Winter
ACG 2001	Principals of Accounting I .....	3	
BUL 2111	Business Law I .....	3	
ENC 1210	Technical Writing. ....	3	
HSC 2200	Life Science and Health .....	3	
POS 1001**	Introduction to Political Science ..	3	
PSC 1513	Earth Science .....	3	
AVM 2010	Aerospace and Air Travel .....		3
ECO 2013	Principles of Economics I (Macro) .....		3
MAN 2021	Principles of Management .....		3
MAN 2800	Small Business Management .....		3
PSC 1341	Physical Science for Today's World .....		3
		18	15

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*MUL 1010 may be substituted.

## DRAFTING AND DESIGN TECHNOLOGY (A.S. 08-178)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year, presents drafting techniques in such design areas as are in the responsibility of the draftsman.

Freshman Year		Semester		Hours		Credit	
Course	Title			Fall	Winter		
ENC 1101	Freshman Communications I			3			
EET 1004C	Essentials of Electricity			3			
EGS 1111*	Engineering Graphics			3			
MTB 1321	Technical Mathematics I			3			
POS 1001**	Introduction to Political Science			3			
	Physical Education			1			
CGS 1470	Computer Drafting				2		
ETD 1620	Electrical Drafting				2		
ETD 1525	Fabrication Drafting				3		
ETI 1411C	Manufacturing Processes				3		
HSC 2200	Life Science and Health				3		
MTB 1322	Technical Mathematics II				3		
				16	16		

### Sophomore Year

BCN 1210	Construction Materials		3		
BCN 2253C	Architectural Drafting		3		
ETD 2801C	Technical Illustration		3		
ETG 2530C	Properties & Testing of Materials		4		
PSC 1341	Physical Science for Today's World		3		
CGS 2472	Advanced Computer Drafting			3	
ENC 1210	Technical Writing			3	
ETD 2544	Surveying Drawing			2	
EGN 1111	Machine/Mechanical Drafting			3	
ETI 2633	Industrial Relationships			3	
	Physical Education			1	
ARH 1000***	Art Appreciation			3	
				16	18

\*If a student has not completed a high school course in drafting, he must take ETD 1110 Introduction to Technical Drawing.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*MUL 1010 may be substituted.

## ELECTRONICS TECHNOLOGY (A.S. 08-177)

Skilled technicians are needed to assist in the design, production, operation, and servicing of electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction on research and development. At Palm Beach Community College, students can become familiar with the latest theory and practice in electrical and electronic circuitry, and can become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

The student may pursue a certificate program by completion of those courses marked with the symbol "#."

Freshman Year		Semester		Hours		Credit	
Course	Title			Fall	Winter		
# CET 2112C	Logic Circuits			4			
# EET 1015	DC Circuit Analysis			3			
# EET 1015L	DC Circuit Analysis Laboratory			1			
ENC 1101	Freshman Communications I			3			
HSC 2200	Life Science and Health			3			
# MTB 1321	Technical Mathematics I			3			
	Physical Education			1			
# CET 1123C	Microprocessors				4		
# EET 1025	AC Circuit Analysis				3		
# EET 1025L	AC Circuit Analysis Laboratory				1		
ENC 1210	Technical Writing				3		
ETD 1620	Electrical Drafting				2		
# MTB 1322	Technical Mathematics II				3		
POS 1001*	Introduction to Political Science				3		
	Physical Education				1		
				18	20		
Spring Summer							
# EET 1104	Basic Electronics			3			
SYG 1440**	Introduction to the Social Sciences			3			
PSC 1341	Physical Science for Today's World				3		
				6	3		

### Sophomore Year

### Option-Electronics

		Fall		Winter	
ARH 1000	Art Appreciation		3		
or					
MUL 1010	Music Appreciation		(3)		
EET 2121	Electronics I		3		
EET 2121L	Electronics I Laboratory		1		
EET 2515	DC and AC Dynamos		4		
	Technical Electives		4		
EET 2122	Electronics II			3	
EET 2122L	Electronics II Laboratory			1	
EET 2322C	Communication Electronics			4	
or					
EST 2541C	Servo-Mechanism and Instrumentation			4	
ETI 2633	Industrial Relationships			3	
				15	15

### Sophomore Year

### Option-Power

		Fall		Winter	
ARH 1000	Art Appreciation		3		
or					
MUL 1010	Music Appreciation		(3)		
EET 2121	Electronics I		3		
EET 2121L	Electronics I Laboratory		1		
EET 2515	DC and AC Dynamos		4		
EET 2545	Power Transmission		3		
EET 2122	Electronics II			3	
EET 2122L	Electronics II Laboratory			1	
EET 2541C	Servo-Mechanism and Instrumentation			4	
EET 2530C	Properties and Testing of Materials			4	
				14	12

#Indicates certificate program.

\*\*AMH 2010 or POS 2041 may be substituted.

\*\*\*SYG 2000 may be substituted.

**ENGINEERING (A.A. 08-176)**

The program basic to almost all engineering curricula stresses a sound foundation in Science and Mathematics, along with Humanities and the Social Studies. This provides the engineer not only with necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems, a knowledge necessary to aid the engineer in a engineering career.

<b>Freshman Year</b>		<b>Semester</b>	<b>Hours</b>	<b>Credit</b>
<b>Course</b>	<b>Title</b>			
		<b>Fall</b>	<b>Winter</b>	
CHM 1040	General Chemistry I . . . . .	3		
ENC 1101	Freshman Communications I . . . . .	3		
MAC 1114	Trigonometry . . . . .	3		
SYG 1440**	Introduction to the Social Sciences . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
	Physical Education . . . . .	1		
CHM 1041	General Chemistry II . . . . .		3	
CHM 1041L	General Chemistry II Laboratory . . . . .		1	
EGS 1111	Engineering Graphics . . . . .		3	
ENC 1102	Freshman Communications II . . . . .		3	
MAC 2311	Calculus w/Analytic Geometry I . . . . .		4	
POS 1001*	Introduction to Political Science . . . . .		3	
		<b>16</b>	<b>17</b>	

**Sophomore Year**

MAC 2312	Calculus w/Analytic Geometry II . . . . .	4		
PHY 2048	General Physics w/Calculus I . . . . .	4		
PHY 2048L	Gen. Physics w/Calculus I Laboratory . . . . .	1		
	Physical Education . . . . .	1		
	Electives . . . . .	3		
	Literature . . . . .	3		
ARH 1000	Art Appreciation . . . . .		3	
or				
MUL 1010	Music Appreciation . . . . .	(3)		
HSC 2200	Life Science and Health . . . . .		3	
MAC 2313	Calculus w/Analytic Geometry II . . . . .		4	
PHY 2049	General Physics w/Calculus II . . . . .		4	
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .		1	
	Electives** . . . . .		3	
		<b>16</b>	<b>18</b>	

\*POS 2041 or AMH 2010 may be substituted.

\*\*COP 2200 is recommended as an elective.

\*\*\*SYG 2000 may be substituted.

**NOTE:** Students should check with their advisors for specific courses that may be required by some upper division schools.

The University of Florida requires that a course in general biology be completed during the first two years of the college program.

**FIRE SCIENCE TECHNOLOGY (A.S. 08-195)**

The Fire Science Technology curriculum is designed for persons currently employed who wish to advance in various Fire Science categories. A student wishing to earn a certificate rather than an Associate in Science Degree may do so by completing only the Fire Science Technology courses.

Students in the Fire Science program may receive two semester hours credit for EMT I by presenting a valid current state certificate to the division chairperson.

**Fire Science Courses**

FFP 1000	Introduction to Fire Science Technology . . . . .	3
FFP 1203	Fire Prevention . . . . .	3
FFP 1600	Fire Apparatus and Equipment . . . . .	3
FFP 1640	Fire Hydraulics . . . . .	3
FFP 2300	Related Fire Codes and Ordinances . . . . .	3
FFP 2320	Building Constr. for Fire Protection . . . . .	3
FFP 2100	Fire Administration . . . . .	3
FFP 2240	Fire Investigation and Arson Detection . . . . .	3
FFP 2410	Strategies in Emergency Management . . . . .	3
		<b>27</b>

**Additional Courses Required for A.S. Degree**

BCN 1272	Plans Interpretation . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
HSC 1400*	Standard First Aid and CPR . . . . .	1
PHI 1100	The Art of Thinking . . . . .	3
MNA 2100	Human Relations . . . . .	3
MGF 1103	General Education Mathematics I . . . . .	3
POS 2112	American State and Local Government . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440***	Introduction to the Social Sciences . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
	Physical Education . . . . .	2
	Elective . . . . .	3
ARH 1000***	Art Appreciation . . . . .	3
ENC 1210	Technical Writing . . . . .	3
		<b>42</b>

\*A student holding a First Aid Instructor's Course certificate may substitute an elective for HSC 1400.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*SYG 2000 may be substituted.

\*\*\*\*MUL 1010 may be substituted.

**INDUSTRIAL ARTS (A.A. 08-184)**

This program will provide the necessary general education requirements for the first two years of a four-year program leading to a Bachelor's Degree in Industrial Arts Education. In addition, it includes basic courses of the major field for teacher certification in the State of Florida.

**Freshman Year**

Course	Title	Semester	Hours Credit	
			Fall	Winter
ARH 1000	Art Appreciation .....		3	
or				
MUL 1010	Music Appreciation .....	(3)		
EGS 1111	Engineering Graphics .....		3	
ENC 1101	Freshman Communications I .....		3	
MAC 1104	College Algebra .....		3	
SYG 1440**	Introduction to the Social Sciences .....		3	
	Physical Education .....		1	
AMH 2010*	United States History to 1865 .....			3
HSC 2200	Life Science and Health .....			3
MAC 1114	Trigonometry .....			3
SPC 1600	Fundamentals of Speech .....			3
	Physical Education .....			1
ENC 1210	Technical Writing .....			3
			16	16

**Sophomore Year**

BCN 1210	Building Construction Materials. ....	3		
BCN 2253C	Architectural Drafting .....	3		
GRA 1501	Graphic Arts Technology I .....	3		
PHY 2053	General Physics I .....	4		
PHY 2048L	General Physics I Laboratory .....	1		
	General Education Electives*** .....	3		
PHY 2054	General Physics II .....		4	
PHY 2049L	General Physics II Laboratory .....		1	
PSY 2012	General Psychology .....		3	
	Literature .....		3	
	General Education Electives*** .....		6	
			17	17

\*POS 1001 or POS 2041 may be substituted.

\*\*SYG 2000 may be substituted.

\*\*\*Suggested electives: ART 1110C, ART 1111C, OST 1100, EDF 1005, PHI 1100, CLP 2002.

**NOTE:** Students should check with their advisors for specific courses that may be required by some upper division institutions.

**LAND SURVEYING (A.S. 08-179)**

This program is designed to prepare a student for immediate employment in the land surveying profession in a position less than professional, and to transmit the technical knowledge necessary for the professional registration examination. The student may pursue a certificate program by completion of those courses marked with the symbol "#."

**Freshman Year**

Course	Title	Semester	Hours Credit	
			Fall	Winter
ENC 1101	Freshman Communications I ..		3	
# ETD 1110*	Introduction to Technical Drawing .....		2	
# MTB 1321**	Technical Mathematics I .....		3	
PSC 1341	Physical Science for Today's World .....		3	
# SUR 2101	Surveying I .....		4	
SYG 1440***	Introduction to the Social Sciences .....		3	
# ETD 2544	Surveying Drawing .....			2
# MTB 1322**	Technical Mathematics II .....			3
POS1001****	Introduction to the Political Sciences .....			3
# SUR 2201C	Surveying III .....			4
SUR 2400	Legal Aspects of Surveying I ..			3
	Physical Education .....			1
			18	16

**Sophomore Year**

ENC 1102	Freshman Communications II ..	3		
or				
ENC 1210	Technical Writing .....	(3)		
HSC 2200	Life Science and Health .....	3		
# SUR 2301	Topographic Mapping and Photogrammetry .....	3		
# SUR 2401	Legal Aspects of Surveying II ..	3		
SUR 2610C	Surveying II .....	4		
ARH 1000	Art Appreciation .....		3	
or				
MUL 1010	Music Appreciation .....	(3)		
HSC 1400	Standard First Aid and CPR ..			1
SUR 2402	Land Surveying and Descriptions .....		3	
SUR 2460	Subdivisions .....		3	
# SUR 2500	Electronic and Geodetic Surveying .....		4	
	Physical Education .....		1	
	Electives***** .....		3	
			16	18

#Indicates certificate program.

\*For those with previous drawing experience, EGS 1111 is required.

\*\*MAC 1114 and MAC 2311 may be substituted.

\*\*\*SYG 2000 may be substituted.

\*\*\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*\*\*ACG 2001 or BUL 2111 is recommended.

## ORNAMENTAL HORTICULTURE TECHNOLOGY (A.S. 08-191)

### Core Courses:

Course	Title	Semester Hours	Credit
GCO 2230	Pumping and Irrigation Systems . . . .	3	
ORH 1010	Introduction to Horticulture . . . . .	3	
ORH 1510	Ornamental Plant Identification I . . . .	3	
ORH 1511	Ornamental Plant Identification II . . .	3	
ORH 1842C	Landscape Installation and Maintenance . . . . .	4	
ORH 2220	Turfgrass Management . . . . .	3	
ORH 2251	Principles of Nursery Operation and Management . . . . .	3	
ORH 2412C	Plant Physiology and Growth . . . . .	4	
ORH 2942	Work Experience/Internship . . . . .	4	
PLS 2220C	Plant Propagation . . . . .	4	
PMA 2211	Plant Pest Control . . . . .	3	
SOS 1101	Soils and Fertilizers . . . . .	3	

### Choose one Elective:

ORH 2514	Native Plant Identification . . . . .	3	
ORH 2831	Landscape Design and Implementation . . . . .	(3)	
ORH 2873	Interiorscaping Design and Maintenance . . . . .	(3)	
			43

### General Education Requirements:

APB 1120**	Environmental Conservation . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MGF 1103*	General Education Mathematics I . . .	3	
	Humanities** . . . . .	3	
	Social Science** . . . . .	3	
	Physical Education . . . . .	2	
			20

\*MTB 1321 may be substituted.

\*\*Any general education A.A. Degree course that meets the requirement for Humanities and Social Science may be taken.

\*\*\*Any A.A. general education Science may be substituted.

## Health and Home Economics

### CHEF APPRENTICESHIP CERTIFICATION PROGRAM (CT. 23-069)

This program prepares students for a career in the culinary arts field of the hospitality industry. This is a three-year work experience program related to particular academic courses required for certification. The student will work 6,000 hours in a hotel, restaurant, club, or resort under a chef designated by the local chapter of the American Culinary Federation. The student will simultaneously take the required courses during the three-year apprentice period. Upon completion of this program, the graduate will become a certified cook by the American Culinary Federation. This program is under the auspices of the American Culinary Federation (supervised by the local Palm Beach County Chapter); the State of Florida Bureau of Apprenticeship; and the United States Department of Labor.

The Chef Apprenticeship Experience is a clock-hour program meeting for 15 hours per module for six modules for a total of 90 hours.

### Clock Hours

HFT 0190		
Module A-F Chef Apprenticeship Experience . . . .	90	
HFT 1860	Bar Management Fundamentals . . . .	15

Course	Title	Semester Hours	Credit
FOS 1201	Food Service Sanitation . . . . .	1	
FSS 1100	Menu Planning and Design . . . . .	3	
FSS 1940	Chef Apprentice Experience . . . . .		
FSS 1210	Basic Food Preparation . . . . .	3	
or			
FSS 1221	Principles of Quantity Food Production . . . . .	(4)	
FSS 1261	Dining Room Management . . . . .	3	
FSS 1400	Introduction to Food Service Management . . . . .	3	
FSS 2100	Purchasing for the Hospitality Industry . . . . .	3	
FSS 2246C	Baking . . . . .	4	
FSS 2248	Pastry and Garde Manger I . . . . .	4	
FSS 2249	Pastry and Garde Manger II . . . . .	4	
FSS 2500	Food and Beverage Cost Control . . . .	3	
HFT 2220	Personnel Management Practices . . .	3	
HUN 1001	Basic Nutrition . . . . .	2	
			36

All courses except the actual Apprenticeship Experience can be used to meet certain requirements in the Hospitality Management A.S. Degree.

## CHILD DEVELOPMENT AND EDUCATION (A.S. 23-342)

All students must take the general education courses and the Early Childhood Education core. The student may choose to take either the traditional track or the Montessori track, but do not have to take both.

### General Education Core

ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
BSC 1010	Principles of Biology .....	3
DAA 1050	Fundamentals of Rhythmics .....	2
ENC 1101	Freshman Communications I .....	3
HSC 2200	Life Science and Health .....	3
MGF 1103	General Education Mathematics I .....	3
SPC 1600	Fundamentals of Speech .....	3
SYG 2000*	Introduction to Sociology .....	3
	Humanities .....	3
	Physical Education .....	1
		<hr/> 27

### Early Childhood Education Core

CHD 1220	Child Development, Infancy/ Pre-School .....	3
CHD 2227	Managing Children's Behavior .....	3
CHD 2800	Child Care Facility Management .....	3
EEC 1001	Early Childhood Education .....	3
FSS 1112	Foods for Children .....	3
HSC 1400	First Aid and CPR .....	1
HUS 1003	Introduction to Human Services .....	3
PSY 2012	General Psychology .....	3
SYG 2340	Life Styles and Family Relationships .....	3
		<hr/> 25

### Traditional Track

CHD 1110	Infants and Toddlers .....	3
CHD 1320	Methods and Materials I .....	3
CHD 1338	Methods and Materials II .....	3
CHD 1440	Early Childhood Practicum I .....	3
CHD 1441	Early Childhood Practicum II .....	3
		<hr/> 15

### Montessori Specialization Track

EDF 1005	Introduction to Education .....	3
EEC 1006	Montessori Philosophy .....	1
EEC 2530	Directed Observation & Participation I .....	3
EEC 2532	Directed Observation & Participation II .....	3
EEC 2940	Montessori Teaching Practicum I .....	3
EEC 2941	Montessori Teaching Practicum II .....	3
		<hr/> 16

**NOTE:** Twelve semester hours of credit will be given to successful graduates in Early Childhood from the Palm Beach County Vocational/Technical Centers. Students that have a certificate from the American Montessori Society will receive 15 credits toward this degree.

\*SYG 1440 may be substituted.

## CHILD DEVELOPMENT ASSOCIATE

The Child Development Associate Program is a performance-based training, assessment and credentialing of child care staff. The CDA Credential is awarded to individuals who work as child care providers and have demonstrated that they are able to nurture children's physical, social, emotional and intellectual growth in cooperation with parents and other adults. An individual who receives this credential becomes a Child Development Associate (CDA). There are four steps in the CDA Assessment System:

1. Application, 2. Information, 3. Local Assessment Team Meeting, 4. Credential Award. The following are courses that help with the Information Collection Step.

CHD 1930	Child Development Associate I .....	3
CHD 1561	CDA Portfolio Building I .....	3
CHD 1931	Child Development Associate II .....	3
CHD 1562	CDA Portfolio Building II .....	3

These courses can be used in the Child Development and Education A.S. Degree. These would be used in lieu of CHD 1440 and CHD 1441, CHD 1320 and CHD 1338.

**DIETETICS - FOODS AND NUTRITION****(A.A. 23-074)**

A suggested curriculum for students who are interested in university preparation for professional positions in Nutrition and Dietetics, including Coordinated Undergraduate program. It allows students to fulfill their basic requirements before transferring to an upper level university.

**Freshman Year**

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation	3	
or			
MUL 1010	Music Appreciation	3	
CHM 1041	General Chemistry II	3	
CHM 1041L	General Chemistry II Laboratory	1	
CHM 1046	General Chemistry III	3	
CHM 1046L	General Chemistry III Laboratory	1	
ENC 1101	Freshman Communications I	3	
ENC 1102	Freshman Communications II	3	
FSS 1210	Basic Food Preparation	3	
HUN 1201	Elements of Nutrition	3	
MAT 1033	Intermediate Algebra	3	
POS 1001*	Introduction to Political Science	3	
SYG 2000	Introduction to Sociology	3	
	Physical Education	2	
		34	

**Sophomore Year**

AML 2010	American Literature to 1865	3	
APB 1170	Microbiology	2	
APB 1170L	Microbiology Laboratory	1	
CHM 2210	Organic Chemistry I	3	
CHM 2210L	Organic Chemistry I Laboratory	1	
CHM 2211	Organic Chemistry II	3	
CHM 2211L	Organic Chemistry II Laboratory	1	
ECO 2013	Principles of Economics I (MACRO)	3	
FSS 1221**	Principles of Quantity Food Production	4	
HSC 2200	Life Science and Health	3	
MAN 2021	Principles of Management	3	
MGF 1103	General Education Mathematics I	3	
PSY 2012	General Psychology	3	
SPC 1600	Fundamentals of Speech	3	
		36	

\*POS 2041 or AMH 2010 may be substituted.

\*\*These courses may be taken at either community college or upper level.

APB 1190	Anatomy and Physiology I	
APB 1190L	Anatomy and Physiology I Laboratory	
APB 1191	Anatomy and Physiology II	
APB 1191L	Anatomy and Physiology II Laboratory	

**DIETETIC TECHNICIAN — NUTRITION CARE EMPHASIS (A.S. 23-512)**

This program prepares students for a career in the field of dietetics. The Dietetic Technician is trained to assist the Registered Dietitian (R.D.) in providing nutritional care to individuals and groups. The curriculum has been developed along the guidelines of the American Dietetic Association.

Upon successful completion of this course, students may fill positions in health care and educational facilities, such as hospitals, skilled nursing facilities, schools, residential and group care facilities, day care centers, and community agencies.

**Dietetic Technician — Admissions**

Palm Beach Community College, in concert with its Dietetic Technician Advisory Committee, has set forth the following requirements for admission into the program. The program's limited access capacity is based on the number of field work experiences available to the students.

An applicant must complete all three of the following:

- Complete a Dietetic Technician application form and be eligible for acceptance to the College by November 1 of each year,
- Have a score of 14 (composite) on the ACT or 800 on the SAT, and not place in college preparatory mathematics, English or reading,  
or  
Have satisfactorily completed all required college preparatory courses,  
or  
If not test scores, have at least a C in ENC 1101 or an equivalent of PBCC's Freshman Communications I,  
AND  
Have at least a C in MGF 1103 or MAT 1033 or an equivalent of PBCC's General Education Mathematics I or Intermediate Algebra,
- Have completed HUN 1201, Elements of Nutrition and FSS 1210, Basic Food Preparation or their equivalent with at least a C in each course or a C in each at mid-term (for conditional acceptance, if currently enrolled).

**General Education Requirements**

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications I	3	
HSC 2200	Life Science and Health	3	
MGF 1103	General Education Mathematics I	3	
SYG 1440*	Introduction to the Social Sciences	3	
PSY 2012	General Psychology	3	
BSC 1010	Principles of Biology	3	
	Humanities	3	
	Physical Education	2	
		23	

**Program Requirements****Must Be Taken In Sequence**

HUN 1201	Elements of Nutrition	3
FSS 1210	Basic Food Preparation	3
SPC 1600	Fundamentals of Speech	3
DIE 1412	Nutrition Education	3
DIE 1419	Practicum I	3
FSS 1221	Principles of Quantity Food Production	4
FSS 1300	Food Service Management	3
DIE 2211	Diet Therapy	3
DIE 2270	Practicum II	4
DIE 2301	Advanced Nutrition	3
DIE 2350	Practicum III	4
DIE 2500	Dietetic Seminar	1
	Elective**	3
		40

Twelve semester hours of credit will be given to Dietetic Assistants who graduate from approved programs licensed through the American Dietetic Association.

Currently certified Dietary Managers who graduated from an approved program will receive 12 credit hours.

\*SYG 2000 may be substituted.

\*\*Electives: CGS 1361, HFT 2220, FSS 2100.

**EMS MANAGEMENT (A.S. 23-449)**

This program is designed for the individual who wishes to increase his/her knowledge in the area of scientific principles related to the paramedic skill areas. The graduate will also obtain the needed knowledge and skills in management and human relations aspects of supervision.

**Paramedic Admissions**

1. The ACT or SAT test must be taken prior to being considered for selections into the program. If the applicant has completed a minimum of three credits of college English with a C or better and three credits in college mathematics with a C or better, he/she is exempt from taking the ACT or SAT test.
2. The applicant must score at least 14 (composite) on the ACT or 800 on the SAT and not place in the college preparatory mathematics, English and/or reading.
3. If the applicant scores below 14 (composite) on the ACT or 800 on the SAT or places in the College preparatory areas of mathematics, English and/or reading, the college preparatory areas must be successfully completed prior to selection into the program.
4. The applicant must currently be a Florida State Certified EMT prior to admission to the class.
5. Applicants must complete a physical examination form, if they do not have one on file with their employer. If the physical examination form is on file with the employer, a copy must be submitted with the application to the paramedic program. The physical examination form must be less than one year old.

**Course Enrollment Requirements**

Personnel selected for enrollment in the Paramedic class must:

1. Be a resident of the State of Florida.
2. Be free of habituating agents.
3. Be able to lift 100 pounds.
4. Furnish medical evidence prior to final class selection that their physical condition allows them to satisfactorily perform paramedical competencies.\*
5. Furnish liability and accident insurance.
6. Have use of a stethoscope and B.P. cuff.

At present, because of equipment, clinical and staffing restrictions, all Paramedic classes shall be conducted on the Central Campus.

*\*Persons employed in agencies requiring a physical exam may use their employment physical. Persons without an employment physical must have a licensed physician complete the College's Medical Examination form.*

**#450 Paramedic Certificate**

Course	Title	Semester Hours	Credit
EMS 1281	Paramedic I	2	
EMS 1281L	Paramedic Skills I Laboratory	3	
EMS 1282	Paramedic II	10	
EMS 1283	Paramedic Skills III	10	
EMS 1452	Paramedic Skills Laboratory/Internship I	4	
EMS 1453	Paramedic Skills Laboratory/Internship II	4	
APB 1190	Anatomy and Physiology I	2	
APB 1190L	Anatomy and Physiology I Laboratory	1	
APB 1191	Anatomy and Physiology II	2	
APB 1191L	Anatomy and Physiology II Laboratory	1	
CGS 1361	Introduction to Computers	3	
ENC 1101	Freshman Communications I	3	
GBE 1011	Introduction to Business	3	
HSC 2200	Life Science and Health	3	
MAN 2021*	Principles of Management	3	
MNA 2100	Human Relations	3	
MNA 2345	Principles of Supervision	3	
MGF 1103	General Education Mathematics I	3	
MRE 2001	Medical Terminology	3	
PSY 2012	General Psychology	3	
SPC 1600	Fundamentals of Speech	3	
SYG 2000**	Introduction to Sociology	3	
	Humanities	3	
	Physical Education	2	
		<b>80</b>	

\*FFP 2100 and FFP 2410 may be substituted with approval by division chair.

\*\*AMH 2010, POS 1001, POS 2041, or SYG 1440 may be substituted.

**FASHION (A.S. 23-073)**

This curriculum is for students who will, after graduation from Palm Beach Community College, enter careers in fabric and fashion promotion and publicity, fashion design, custom designing, wardrobe consulting, clothing management specialist, and theater costumer.

<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credit</i>
CTE 1310	Elements of Clothing Construction . . .	3	
CTE 2511	History of Costume and Fashion I . . .	3	
CTE 2512	History of Costume and Fashion II . . .	3	
CTE 2200	Visual Design in Fashion . . . . .	3	
CTE 1401	Textiles . . . . .	3	
ART 1201C	Design Fundamentals . . . . .	3	
CTE 2363	Commercial Garment Production . . .	3	
CTE 2751	Draping I . . . . .	3	
CTE 1743	Pattern Making I . . . . .	3	
CTE 2340	Advanced Clothing Construction . . .	3	
CTE 1731	Trade Sketching . . . . .	3	
	*Elective . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Life Science & Health . . . . .	3	
APB 1120	Environmental Conservation . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
MGF 1103	General Education Mathematics I . . .	3	
SYG 2000	Introduction to Sociology . . . . .	3	
	Physical Education . . . . .	2	
		<b>62</b>	

**Program Electives - offered on demand**

CTE 1744	Creative Pattern Making II . . . . .	3	
CTE 2930	Special Topics in Clothing and Textiles . . . . .	1, 2, or 3	
CTE 2748	Applied Fashion Design . . . . .	3	
CTE 1955	New York Fashion Visit . . . . .	1	
CTE 1950	European Fashion Centers . . . . .	2	

**FASHION DESIGN/FASHION MERCHANDISING (A.A. 23-507)**

This curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional positions in fashion design, publicity, and the-ater costume designing.

**College Requirements A.A.**

<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credit</i>
ARH 1000	Art Appreciation . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
MGF 1103	General Education Mathematics I . . .	3	
MGF 1104	General Education Mathematics II . .	3	
SYG 1440	Introduction to the Social Sciences . .	3	
POS 1001	Introduction to Political Science . . .	3	
	Literature . . . . .	3	
	Science . . . . .	6	
	Physical Education . . . . .	2	
		<b>38</b>	

**Core Requirements**

CTE 1310	Elements of Clothing Construction . .	3	
CTE 2511	Fashion History I . . . . .	3	
CTE 2512	Fashion History II . . . . .	3	
CTE 2200	Visual Design in Fashion . . . . .	3	
CTE 1401	Textiles . . . . .	3	
ECO 2013	Principles of Economics I (Macro) . .	3	
		<b>18</b>	

**Specialty Requirements****Fashion Design Program (only)**

ARH 1201C	Design Fundamentals . . . . .	3	
CTE 2323	Commercial Garment Production . . .	3	
CTE 2751	Draping I . . . . .	3	
CTE 1743	Pattern Making I . . . . .	3	
CTE 2340	Advanced Clothing Construction . . .	3	
		<b>15</b>	

**Fashion Merchandising (only)**

ACG 2001	Principles of Accounting I . . . . .	3	
ECO 2023	Principles of Economics II (Micro) . .	3	

Choose 10 hours of electives with consultation of advisor. Possible choices:

GEB 1011, CTE 2340, CTE 2323, CTE 2751, CTE 1743, CTE 2930 - Special Topics CTE 1955

**Additional Program Electives - offered upon demand**

CTE 1731	Trade Sketching . . . . .	3	
CTE 1744	Creative Pattern Making II . . . . .	3	
CTE 2930	Special Topics . . . . .	1, 2, or 3	
CTE 2748	Applied Fashion Design . . . . .	3	
CTE 1950	European Fashion Visit . . . . .	2	
CTE 1955	New York Fashion Visit . . . . .	1	
		<b>15</b>	

**FASHION MARKETING (A.S. 23-514)**

This curriculum is for students interested in the business of fashion. The fashion business includes all the firms involved in producing apparel including textiles, garment manufacturers, wholesale markets and retail stores that sell the finished product.

The retail fashion buyer should know what happens before the garment arrives in the store, so better buying decisions and more creative merchandising can be made.

<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credits</i>
CTE 1310	Elements of Clothing Construction . . .	3	
CTE 2511	History of Costume and Fashion I . . .	3	
CTE 2512	History of Costume and Fashion II . . .	3	
CTE 2200	Visual Design in Fashion . . . . .	3	
CTE 1401	Textiles . . . . .	3	
GEB 1011	Introduction to Business . . . . .	3	
MNA 2100	Human Relations . . . . .	3	
MAN 2800	Small Business Management . . . . .	3	
MKA 1041	Principles of Retailing I . . . . .	3	
or			
MAR 2011	Principles of Marketing . . . . .	(3)	
MTB 1103	Business Mathematics . . . . .	6	
ARH 1000	Art Appreciation . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
APB 1120	Environmental Conservation . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
MGF 1103	General Education Mathematics I . . .	3	
SYG 2000	Introduction to Sociology . . . . .	3	
	Physical Education . . . . .	2	
	Electives . . . . .	3	
		62	

**Electives - offered on demand**

CTE 1744	Creative Pattern Making II (Pre-requisite CTE 1743) . . . . .	3	
CTE 2930	Special Topics - relating to apparel . .	1, 2, or 3	
CTE 2748	Applied Fashion Design (Pre-requisite CTE 1743, 2751, 2340) .	3	
CTE 1955	New York Fashion Visit . . . . .	1	
CTE 1950	European Fashion Centers . . . . .	2	

**HOME ECONOMICS (A.A. 23-501)**

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional positions in child development, dietetics, home and family life, teaching, foods and nutrition, clothing textiles, and in other related areas.

<i>Freshman Year</i>	<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credit</i>
	CTE 1310	Elements of Clothing Construction . .	3	
	ENC 1101	Freshman Communications I . . . . .	3	
	ENC 1102	Freshman Communications II . . . . .	3	
	FSS 1210	Meal Management . . . . .	3	
	HUN 1201	Elements of Nutrition . . . . .	3	
	MGF 1103	General Education Mathematics I . . .	3	
		Physical Education . . . . .	2	
	POS 1001*	Introduction to Political Science . . .	3	
		Science . . . . .	6	
	SYG 1440**	Introduction to the Social Sciences . . . . .	3	
			32	

**Sophomore Year**

ARH 1000	Art Appreciation . . . . .	3	
CHD 1220	Child Develop., Infancy/Preschool. . .	3	
CTE 2200	Clothing Selection . . . . .	3	
CTE 2340	Advanced Clothing Construction . . .	3	
CTE 1401	Textiles . . . . .	3	
ECO 2013	Principles of Economics I (Macro) . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
	Literature . . . . .	3	
PSY 2012	General Psychology . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
MGF 1104	General Education Mathematics II . .	3	
		33	

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**HEALTH EDUCATION (A.A. 23-226)**

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional health education positions in voluntary, industrial, federal, or public health agencies; teaching health science at the elementary, secondary, college, or university levels; emergency care agencies; and patient education in hospitals, clinics, or health maintenance organizations.

<i>Freshman Year</i>	<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credit</i>
	ARH 1000	Art Appreciation . . . . .	3	
	or			
	MUL 1010	Music Appreciation . . . . .	(3)	
	BSC 1010	Principles of Biology . . . . .	3	
	BSC 1010L	Principles of Biology Laboratory . . .	1	
	ENC 1101	Freshman Communications I . . . . .	3	
	HSC 2200	Life Science and Health . . . . .	3	
	SYG 1440**	Introduction to the Social Sciences . .	3	
		Physical Education . . . . .	1	
	ENC 1102	Freshman Communications II . . . . .	3	
	MGF 1103	General Education Mathematics I . . .	3	
	POS 1001*	Introduction to Political Science . . .	3	
	ZOO 1013	General Zoology . . . . .	3	
	ZOO 1013L	General Zoology Laboratory . . . . .	1	
		Physical Education . . . . .	1	
			17	14

**Sophomore Year**

CHM 1015	Principles of Chemistry . . . . .	3	
HUN 1201	Elements of Nutrition . . . . .	3	
MGF 1104	General Education Mathematics II . .	3	
PSY 2012	General Psychology . . . . .	3	
	Literature . . . . .	3	
CLP 2002	Personality Development . . . . .	3	
HSC 1400	Standard First Aid and CPR . . . . .	1	
PHI 1100	Art of Thinking . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Electives . . . . .	6	
		15	16

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**NOTE:** Some colleges offering Health Education recommend some of the following courses in addition to the above requirements: APB 1190, APB 1190L.

**HOSPITALITY MANAGEMENT (A.S. 23-060)**

This program prepares students for a career in the hospitality industry. Students must take all courses in the core and general education requirements.

The Food Service Management option prepares students for employment in the food service industry at the midmanagement level in restaurants, cafeterias, schools, fast-food service and others.

The Hotel Management option prepares students for the mid-management level in hotels, motels, and clubs. Laboratory experience and training are provided through PBCC's Hospitality Training Center.

**Core Courses**

Course	Title	Semester Hours	Credit
FSS 1210	Basic Food Preparation	3	
FSS 1221	Principles of Quantity Food Production	4	
FSS 1261	Dining Room Management	3	
FSS 2100	Purchasing for the Hospitality Business	3	
FSS 2500	Food and Beverage Cost Control	3	
HFT 1000	Introduction to the Hospitality Business	3	
HFT 2220	Personnel Management Practices	3	
HFT 2250	Hotel/Restaurant Financial Management	3	
		25	

**General Education**

ENC 1101	Freshman Communications I	3	
HSC 2200	Life Science and Health (In consultation with advisor)	3	
	Humanities	3	
	Mathematics	3	
	Natural Science	3	
	Physical Education	2	
	Social Science	3	
		20	

**Food Service Management Track****Required Courses:**

FSS 1222	Quantity Food Production II	4	
FSS 1300	Food Service Management	3	
HUN 1201	Elements of Nutrition	3	
		10	

Plus a minimum of seven credit hours from the electives.

**Hotel Management Track****Required Courses:**

HFT 2300	Housekeeping Management	3	
or			
HFT 2320	Hotel and Restaurant Property Management	(3)	
HFT 2410	Hotel Front Office Administration and Procedures	3	
HFT 2510	Sales Promotion and Advertising in Hotels	3	
HFT 2600	Legal Aspects Hotel/ Food Service Management	3	
	Electives	5	
		17	

**Electives**

CGS 1361	Introduction to Computers	3	
FOS 1201	Food Service Sanitation	1	
FSS 1100	Menu Planning and Merchandising	3	
FSS 1941	Food Service Practicum	3	
FSS 2248	Pastry and Garde Manger I	4	
FSS 2249	Pastry and Garde Manger II	4	
FSS 2401	Hospitality Equipment Layout and Design	3	
HFT 2434	Elements of Club Management	3	

**HUMAN SERVICES TECHNOLOGY (A.S. 23-345)**

The Human Services Specialist is a caring, concerned, professionally-trained individual, with the knowledge, skills and attitudes essential for this helping profession. He/she will be equipped to make a useful contribution in meeting the needs of individuals and groups of people whose problems require professional assistance. This innovative program trains a student to be a beginning professional in just two years.

Upon graduation from this two-year program, the students are quickly employed in such areas as: Children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, counseling the elderly, the socially and economically handicapped, the mentally or emotionally handicapped, and many others who need help. The students become counselors, interviewers, out-reach workers, case managers, behavior modification specialists, etc.

An important part of the program at Palm Beach Community College is the supervised clinical field work experience which the student receives in an agency, organization or program of his/her choice. Here the student receives "on-the-job" training, under the supervision of experienced professionals. Many students are offered jobs while in their field work experience training.

Course	Title	Semester Hours	Credits
HUS 1003*	Introduction to Human Services	3	
HUS 1100*	Interviewing and Counseling	3	
HUS 1200*	Principles of Group Dynamics	3	
PSY 2012*	General Psychology	3	
HSC 1400	Standard First Aid & CPR	1	
ENC 1101	Freshman Communications I	3	
GEY 2000	Gerontology	3	
HUS 1531	Couns. the Chemically Dependent Person	3	
HUS 2520	Psychotherapy: Theory & Practice	3	
HUS 1850**	Field Work in Human Services I	4	
HUS 2851**	Field Work in Human Services II	4	
HSC 2200	Life Science and Health	3	
SYG 2340	Lifestyles and Family Relationships	3	
SYG 2000***	Introduction to Sociology	3	
	Humanities	3	
DEP 2102	Child Growth and Development	3	
CLP 2002	Personality Development	3	
MGF 1103	General Education Mathematics I	3	
SYG 2361	Death & Dying	3	
SPC 1600	Fundamentals of Speech	3	
	Physical Education	2	
	Science	3	
		65	

\*These courses should be taken together.

\*\*These are eight-week modules. All these courses should be taken together.

\*\*\*SYG 1440 may be substituted.

## MEDICAL TECHNOLOGY (A.A. 23-036)

Ninety semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a community college, the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. Degree at Palm Beach Community College will be fulfilled at the end of the school year in the program outlines.

Freshman Year Course	Title	Semester Hours Credit	
		Fall	Winter
BSC 1010	Principles of Biology.....	3	
BSC 1010L	Principles of Biology Laboratory..	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory.....		1
CHM 1041	General Chemistry II .....	3	
CHM 1041L	General Chemistry II Laboratory ..	1	
CHM 1046	General Chemistry III.....		3
CHM 1046L	General Chemistry III Laboratory ..		1
ENC 1101	Freshman Communications I.....	3	
ENC 1102	Freshman Communications II .....		3
MAC 1104	College Algebra .....	3	
MAC 1114	Trigonometry .....		3
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation.....(3)		
HSC 2200	Life Science and Health.....		3
	Physical Education.....		1
		17	18

Sophomore Year			
	Literature .....	3	
SYG 1440**	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science ..		3
PHY 2053	General Physics I.....	4	
PHY 2048L	General Physics Laboratory.....	1	
PHY 2054	General Physics II .....		4
PHY 2049L	General Physics II Laboratory .....		1
CHM 2210	Organic Chemistry I.....	3	
CHM 2210L	Organic Chemistry I Laboratory ..	1	
CHM 2211	Organic Chemistry II .....		3
CHM 2211L	Organic Chemistry II Laboratory ..		1
	Physical Education.....	1	
SPC 1600	Fundamentals of Speech.....		3
		16	15

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**NOTE:** Some colleges offering Medical Technology highly recommend some of the following courses in addition to the above requirements: BOT 1010, BOT 1010L, PHI 1100, STA 2014, CGS 1361.

## OCCUPATIONAL THERAPY ASSISTANT (A.S. 23-240)

The Occupational Therapy Assistant is trained to work under the direct supervision of a Registered Occupational Therapist (OTR), giving treatment to patients with physical or psychological disabilities. The assistant may also work independently in programs to prevent disability and maintain health. The curriculum has been developed according to the essentials (guidelines) developed by the American Occupational Therapy Association and has received full approval from that organization. Graduates are eligible to take the national certification

examination given by the American Occupational Therapy Certification Board. When they have passed the certification examination, they are eligible for licensure with the State of Florida.

### Occupational Therapy Assistant — Admissions

The Occupational Therapy Assistant Program at Palm Beach Community College begins in August (fall term). To be considered for selection into this program, you must have the following items completed and submitted directly to the Admissions Office by May 2.

I. APPLICATION: You must submit the specific Occupational Therapy Assistant Program application.

II. TRANSCRIPTS:

a. Request your high school to mail your transcript to the Admissions Office. If you are not graduating until June, request a partial transcript including one complete semester of your senior year and rank in class be sent to the Admissions Office now.

b. Applicants with previous college work must also request each college attended to send an official transcript to the Admissions Office. A cumulative grade point average of 2.0 is required.

c. ACT/SAT SCORES:

Applicants with no previous college credit must submit scores on ACT or SAT and have a composite score of not less than 14. If the test scores indicate that college preparatory work is required in English, reading or mathematics, this work must be completed successfully prior to selection.

You must complete ALL of the above requirements before May 2, in order to be considered for selection.

Freshman Year Course	Title	Semester Hours Credit	
		Fall	Winter
APB 1190	Anatomy and Physiology I.....		2
APB 1190L	Anatomy and Physiology I Laboratory .....		1
ENC 1101	Freshman Communications I .....		3
OTH 1001	Introduction to Occupational Therapy .....		3
OTH 1800	Occupational Therapy Practicum I ..		2
PSY 2012	General Psychology .....		3
SYG 1440*	Introduction to the Social Sciences ..		3
	Physical Education .....		1
DEP 2102	Child Growth and Development .....		3
LEI 2700	Therapeutic Recreation.....		3
OTH 1121	Therapeutic Media .....		2
OTH 1300C	Psychiatric Occupational Therapy ..		3
OTH 2410	Introduction to Human Disease.....		3
	Humanities .....		3
	Physical Education .....		1
		18	18

Sophomore Year			
HSC 2200	Life Science and Health .....	3	
HSC 1400	Standard First Aid and CPR .....		1
MGF 1103	General Education Mathematics I.....		3
OTH 1520C	Pediatric Occupational Therapy .....		3
OTH 1802	Occupational Therapy Practicum II ..		1
OTH 2100C	Occupational Therapy Activities .....		3
OTH 2420	Occupational Therapy for the Physically Disabled.....		3
OTH 2933	Seminar for Clinical Practice.....		1
OTH 2840	Supervised Clinical Practice I .....		5
OTH 2841	Supervised Clinical Practice II.....		5
		17	11

\*SYG 2000 may be substituted.

**OCCUPATIONAL THERAPY (A.A. 23-237)**

This is a PRE-Occupational Therapy program for students who are planning to apply to a program that offers a B.S. in Occupational Therapy. In Florida, such programs are offered at the University of Florida and Florida International University.

**Freshman Year**

Course	Title	Semester Hours Credit	
		Fall	Winter
OTH 1001	Introduction to Occupational Therapy	3	
ARH 1000	Art Appreciation		3
or			
MUL 1010	Music Appreciation		(3)
BSC 1010	Principles of Biology	3	
BSC 1010L	Principles of Biology Laboratory	1	
ZOO 1013	General Zoology		3
ZOO 1013L	General Zoology Laboratory		1
ENC 1101	Freshman Communications I	3	
ENC 1102	Freshman Communications II		3
HSC 2200	Life Science and Health	3	
MGF 1103	General Education Mathematics I		3
	Physical Education	1	1
SYG 1440**	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science		3
		17	17

**Sophomore Year**

APB 1190	Anatomy and Physiology I		2
APB 1190L	Anatomy and Physiology I Laboratory		1
ART 1110C	Ceramics I	3	
	Literature	3	
HSC 1400	Standard First Aid and CPR	1	
PSC 1341	Physical Science for Today's World	3	
CHM 1015	Principles of Chemistry		3
PSY 2012	General Psychology	3	
CLP 2002	Personality Development		3
SPC 1600	Fundamentals of Speech		3
MGF 1104	General Education Mathematics II		3
STA 2014	Statistics	3	
		16	15

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**PHYSICAL THERAPY (A.A. 23-228)**

This is a PRE-Physical Therapy program for students planning to apply to a professional Physical Therapy program. In Florida, the professional Physical Therapy programs are located at University of Florida, University of Miami, Florida International University and Florida A and M.

**Freshman Year**

Course	Title	Semester Hours Credit	
		Fall	Winter
ARH 1000	Art Appreciation		3
or			
MUL 1010	Music Appreciation		(3)
BSC 1010	Principles of Biology		3
BSC 1010L	Principles of Biology Laboratory		1
ZOO 1013	General Zoology		3
ZOO 1013L	General Zoology Laboratory		1
ENC 1101	Freshman Communications I		3
ENC 1102	Freshman Communications II		3
HSC 2200	Life Science and Health		3
	Physical Education		1
CHM 1041	General Chemistry II	3	
CHM 1041L	General Chemistry II Laboratory	1	
CHM 1046	General Chemistry III		3
CHM 1046L	General Chemistry III Laboratory		1
MAC 1104	College Algebra		3
		17	15

**Sophomore Year**

	Physical Education		1
	Literature	3	
STA 2014	Statistics		3
HSC 1400	Standard First Aid and CPR		1
PHY 2053	General Physics I		
PHY 2048L	General Physics I Laboratory	1	
PHY 2054	General Physics II		4
PHY 2049L	General Physics II Laboratory		1
PSY 2012	General Psychology	3	
CLP 2002	Personality Development		3
SYG 1440**	Introduction to the Social Sciences		3
POS 1001*	Introduction to Political Science		3
SPC 1600	Fundamentals of Speech	3	
		17	16

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**RADIOLOGICAL TECHNOLOGY (A.S. 23-303)**

Palm Beach Community College provides the opportunity for any individual who has completed a program of Radiological Technology which meets the requirements established by the Council on Medical Education and Hospitals of the American Medical Association and the American Society of Radiologic Technologists, and passed the Registry examination in X-ray Technology to finish the below listed requirement of the College for graduation to receive an Associate in Science Degree in Radiological Technology. Information may be obtained from the College on Radiological Technology training in local hospitals. Credit would be granted to the student for courses listed below:

<i>Course</i>	<i>Title</i>	<i>Semester</i>	<i>Hours</i>	<i>Credit</i>
				<i>Fall</i> <i>Winter</i>
RTE 1401C	Radiological Technique I . . . . .		3	
RTE 1800L	Applied Radiological Technique I . . . . .		3	
RTE 1402C	Radiological Technique II . . . . .		3	
RTE 1810L	Applied Radiological Technique II . . . . .		5	
APB 1223	Topographic Anatomy & Physiology . . . . .		3	
RTE 2403C	Radiological Technique III . . . . .		3	
RTE 2850L	Applied Radiological Technique III . . . . .		3	
RTE 2402C	Radiological Technique IV . . . . .		3	
RTE 2840L	Applied Radiological Technique IV . . . . .		5	
RTE 2860L	Applied Radiological Technique V . . . . .		5	
			<u>36</u>	

**Additional courses to be completed by the student include:**

<i>Course</i>	<i>Title</i>	<i>Semester</i>	<i>Hours</i>	<i>Credit</i>
				<i>Fall</i> <i>Winter</i>
BSC 1010	Principles of Biology . . . . .		3	
BSC 1010L*	Principles of Biology Laboratory . . . . .		(1)	
MGF 1103	General Education Mathematics I . . . . .		3	
ENC 1101	Freshman Communications I . . . . .		3	
SYG 1440**	Introduction to the Social Sciences . . . . .		3	
	Physical Education . . . . .		1	
ARRH 1000	Art Appreciation . . . . .		3	
or				
MUL 1010	Music Appreciation . . . . .		(3)	
ENC 1102	Freshman Communications II . . . . .		3	
or				
ENC 1210	Technical Writing . . . . .		(3)	
HSC 2200	Life Science and Health . . . . .		3	
PSY 2012	General Psychology . . . . .		3	
SPC 1600	Fundamentals of Speech . . . . .		3	
	Physical Education . . . . .		1	
			<u>13-14</u>	<u>16</u>

\*BSC 1010L is optional.

\*\*SYG 2000 may be substituted.

**NOTE:** It is highly recommended that during the fall term, MRE 2001 be taken.

**Mathematics****MATHEMATICS (A.A. 11-251)**

<i>Freshman Year</i>	<i>Semester</i>	<i>Hours</i>	<i>Credit</i>
<i>Course</i>	<i>Title</i>		<i>Fall</i> <i>Winter</i>
ARRH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . .	(3)	
ENC 1101	Freshman Communications I . . . . .	3	
FRE 1120	Elementary French I . . . . .	4	
MAC 2311	Calculus with Analytic Geometry I . . . . .	4	
SYG 1440	Intro. to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
ENC 1102	Freshman Communications II . . . . .	3	
FRE 1121	Elementary French II . . . . .	4	
MAC 2312	Calculus with Analytic Geometry II . . . . .	4	
COP 2200	Fortran Programming . . . . .	3	
POS 1001**	Introduction to		
	Political Science . . . . .	3	
	Physical Education . . . . .	1	
		<u>18</u>	<u>18</u>

**Sophomore Year**

	Literature* . . . . .	3	
FRE 2200	Intermediate French I . . . . .	3	
HSC 2200	Life Science & Health . . . . .	3	
MAC 2313	Calculus with Analytic Geometry III . . . . .	4	
PHY 2048	General Physics with Calculus I . . . . .	4	
PHY 2048L	General Physics with Calculus I		
	Laboratory . . . . .	1	
FRE 2201	Intermediate French II . . . . .	3	
MAP 2302	Differential Equations . . . . .	3	
STA 2014	Statistics . . . . .	3	
PHY 2049	General Physics with Calculus II . . . . .	4	
PHY 2049L	General Physics w/Calculus II		
	Laboratory . . . . .	1	
SPC 1600	Fundamentals of Speech . . . . .	3	
		<u>18</u>	<u>17</u>

\*See catalog section "General Education Requirements."

\*\*POS 2041, AMH 2010 may be substituted.

# Music

## DANCE (A.A. 12-275)

This program prepares the student for transfer to the upper division universities for advanced study in dance. Eighteen credits in dance through the School of Ballet Florida at the Howard/Hale Dance Center are required. Students must contact the School of Ballet Florida for placement auditions.

<i>Freshman Year</i>				
<i>Course</i>	<i>Title</i>	<i>Semester</i>	<i>Hours</i>	<i>Credit</i>
DAA 1050	Fundamentals of Rhythmics . . . . .	2		
DAA 1200	Basic Ballet I . . . . .	2		
DAA 1501	Basic Jazz . . . . .	2		
DAA 2160	Fundamentals of Dance (PE) . . . . .	1		
ENC 1101	Freshman Communications I . . . . .	3		
MGF 1103	General Education Mathematics I . . . . .	3		
MUL 1010	Music Appreciation . . . . .	3		
DAA 1201	Basic Ballet II . . . . .	2		
DAA 1502	Intermediate Jazz I . . . . .	2		
ENC 1102	Freshman Communications II . . . . .	3		
MGF 1104	General Education Mathematics II . . . . .	3		
MUT 1001	Fundamentals of Music . . . . .	3		
	Science . . . . .	3		
		16		16

### *Sophomore Year*

DAA 1202	Intermediate Ballet I . . . . .	3		
DAA 1220	Intermediate Pointe (for women) . . . . .	1		
or				
DAA 2230	Men's Advanced Technique I . . . . .(1)			
DAA 1500	Modern Jazz Dance (PE) . . . . .	1		
SYG 1440*	Introduction to the Social Sciences . . . . .	3		
	Literature . . . . .	3		
	Science . . . . .	3		
DAA 1203	Intermediate Ballet II . . . . .	3		
DAA 1221	Intermediate Pointe (for women) . . . . .	1		
or				
DAA 2231	Men's Advanced Technique II . . . . .(1)			
HSC 2200	Life Science and Health . . . . .	3		
POS 1001**	Introduction to Political Science . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
THE 1000	Introduction to the Theater . . . . .	3		
		14		16

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

## MUSIC, MUSIC EDUCATION (A.A. 12-276)

Four semesters of class piano or the equivalent are suggested for all A.A. Degree music candidates. Students who are piano majors will select courses in applied music class instruction other than MVK 1111A, B and MVK 2121 A, B.

Music Composition and Music Education majors should add instrumental techniques courses: MUE 2440, 2450, 2460, and 2470.

<i>Freshman Year</i>				
<i>Course</i>	<i>Title</i>	<i>Semester</i>	<i>Hours</i>	<i>Credit</i>
	Applied Music . . . . .	4		
	Ensembles . . . . .	2		
MUS 0010	Recital Seminar . . . . .	0		
MUT 1111	Music Theory I . . . . .	3		
MUT 1241	Ear Training & Sight Singing I . . . . .	1		
MVK 1111A	Class Instruction - Piano I . . . . .(1)			
MVK 1111B	Class Instruction - Piano II . . . . .(1)			
MVK 2121A	Class Instruction - Piano III . . . . .(1)			
MVK 2121B	Class Instruction - Piano IV . . . . .(1)			
ENC 1101	Freshman Communications I . . . . .	3		
HSC 2200	Life Science and Health . . . . .	3		
SYG 1440*	Introduction to the Social Sciences . . . . .	3		
MUT 1112	Music Theory II . . . . .	3		
MUT 1242	Ear Training and Sight Singing II . . . . .	1		
ENC 1102	Freshman Communications II . . . . .	3		
POS 1001**	Introduction to Political Science . . . . .	3		
	Science . . . . .	3		
	Physical Education . . . . .	2		
		34		

### *Sophomore Year*

	Applied Music . . . . .	4		
	Ensembles . . . . .	2		
MUS 0010	Recital Seminar . . . . .	0		
MUT 2116	Music Theory III . . . . .	3		
MUT 2246	Ear Training & Sight Singing III . . . . .	1		
MUT 2231	Keyboard Harmony I . . . . .	1		
MUH 2111	Introduction to Music History I . . . . .	3		
MGF 1103	General Education Mathematics I . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
MUT 2117	Music Theory IV . . . . .	3		
MUT 2247	Ear Training & Sight Singing IV . . . . .	1		
MUT 2232	Keyboard Harmony II . . . . .	1		
MUH 2121	Introduction to Music History II . . . . .	3		
MGF 1104	General Education Mathematics II . . . . .	3		
	Literature . . . . .	3		
	Science . . . . .	3		
		37		

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

## THEATER AND ENTERTAINMENT TECHNOLOGY (A.S. 12-274)

All students must take the general education core courses. There are three options from which to choose: Option I Music, Option II Music Theater, and Option III Ballet. The music option offers a General Music Track and a Popular Music and Jazz Track.

### General Education Core

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications I	3	
ENC 1102	Freshman Communications II	3	
HSC 2200	Life Science and Health	3	
MGF 1103	General Education Mathematics I	3	
MUH 2111	Introduction to Music History I	3	
or			
MUL 1010	Music Appreciation	(3)	
SYG 1440*	Introduction to the Social Sciences Science	3	
		3	
		21	

\*SYG 2000 may be substituted.

### Option I — Music

The General Music Track is a basic program of studies designed to assist those engaged in teaching, performing, or conducting music.

The Popular Music and Jazz Track program prepares the students for professional careers in pop, jazz, rock and commercial music — performer, arranger and/or composer.

Placement auditions are required for Music Theory and Class and Applied Music. Students who do not qualify for Theory I are required to take Fundamentals of Music. Attendance at Recital Seminar is required each semester.

### Music Core Courses

Course	Title	Semester Hours	Credit
	Applied Music	8	
	Ensembles	4	
MUC 2301	Introduction to Electronic Music I	3	
MUH 2112	Introduction to Music History II	3	
MUS 0010	Recital Seminar	0	
MUT 1111	Music Theory I	3	
MUT 1112	Music Theory II	3	
MUT 1241	Ear Training and Sight Singing I	1	
MUT 1242	Ear Training and Sight Singing II	1	
MVK 1111A	Class Instruction - Piano I	1	
MVK 1111B	Class Instruction - Piano II	1	
	Physical Education	2	
		30	

### GENERAL MUSIC TRACK

The music electives in the program may be selected to benefit the student in his particular area of specialization, such as sacred music or private teaching.

Course	Title	Semester Hours	Credit
PSY 2012	General Psychology	3	
SPC 1600	Fundamentals of Speech	3	
or			
SPC 1050	Voice and Diction	(3)	
	Music Electives	8	
		14	

### Popular Music and Jazz Track

Course	Title	Semester Hours	Credit
MUC 2302	Introduction to Electronic Music II	3	
MUT 1351	Jazz Arranging I	2	
MUT 1352	Jazz Arranging II	2	
MUT 2116	Music Theory III	3	
MUT 2231	Keyboard Harmony I	1	
MUT 2246	Ear Training and Sight Singing III	1	
MUT 2641	Instrumental Improvisation	1	
or			
MUM 2031	Pop Vocal Style	(1)	
MUH 2018	History and Appreciation of Jazz	3	
MVS 1116A	Class Guitar I	1	
MVV 1111A	Class Instruction - Voice I	1	
		18	

### Option II — Music Theater

Course	Title	Semester Hours	Credit
DAA 1500	Modern Jazz Dance I	1	
DAA 2160	Contemporary Dance I	1	
MUT 1111	Music Theory I	3	
MUT 1112	Music Theory II	3	
MUT 1241	Ear Training and Sight Singing I	1	
MUT 1242	Ear Training and Sight Singing II	1	
MUH 2930	Special Topics in Music (Dance)	2	
MUN 1310	Concert Chorus	1	
ORI 2000	Oral Interpretation	3	
THE 1000	Introduction to the Theater	3	
THE 1020	Techniques of Dramatic Art	3	
TPA 1210	Fundamentals of Stagecraft	3	
TPP 2100	Acting I	3	
TPP 2110	Acting II	3	
TPP 2510	Movement for the Theater	3	
SDC 1050	Voice and Diction	3	
	Applied Music	8	
MVK 1111A	Class Instruction - Piano I	1	
MVK 1111B	Class Instruction - Piano II	1	
		47	

### Option III - Ballet

This program is designed to prepare students for a professional career in ballet. Ballet classes are conducted at the facilities of the School of Ballet Florida at the Howard/Hale Dance Center. Placement auditions for all ballet students are required to determine entry level and advancement. To arrange placement auditions, telephone 407/842-7631.

Course	Title	Semester Hours	Credit
DAA	Ballet	29	
MUT 1001	Fundamentals of Music	3	
SPC 1050	Voice and Diction	3	
THE 1000	Introduction to the Theater	3	
THE 1020	Techniques of Dramatic Art	3	
		41	

# Nursing

## NURSING (A.S. 13-301)

This program is approved by the Florida State Board of Nursing, and graduates are eligible to take the examination for licensure to practice as Registered Nurses. Any student convicted of a felony must have the charge reviewed by the State Board of Nursing prior to writing the licensure exam. The program leads to graduation with the Associate in Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. It is recommended that each student who plans to enter PBCC ADN program see a member of the nursing faculty for an interview.

All nursing courses must be taken in sequence, and a grade of C or better must be earned in BOTH the clinical and academic components of each course. Other courses listed must be taken in the sequence designated or prior to the nursing course.

The student must maintain at least a C average to remain in the program and must make a C or above in all nursing courses, Anatomy and Physiology, and Microbiology. Sciences must have been taken within five years, with the exception of Chemistry. It is strongly recommended that Anatomy and Physiology be taken prior to entering the program.

### Nursing Admissions

Applicants for the Associate in Science Degree program in nursing must provide the following documents directly to the PBCC Admissions Office by March 7 for the fall class and October 1 for the winter class.

- I. APPLICATIONS:  
A completed PBCC Nursing program application.
- II. TRANSCRIPTS:  
A. Request your high school to mail your transcript to the Admissions Office. If you are not graduating until June, request a *partial* transcript *including* one complete semester of your senior year *and* rank in class to be sent in February.  
B. Applicants with previous college work must also request *each* college attended to send an official transcript to the Admissions Office.  
C. An official transcript documenting that you are currently enrolled in, or have completed, high school chemistry or PBCC's CHM 1015 or its equivalent with an earned grade of C or above.
- III. MEDICAL EXAMINATION  
A completed medical examination form from within one year prior to March 7 for the fall class and October 1 for the winter class. The form *must* indicate immunization dates within the last 10 years.
- IV. ACT SCORE  
A. A minimum standard composite score of 14 is required on the ACT.  
B. If subsections of the ACT indicate the need for remedial course work in English or mathematics, this must be successfully completed prior to selection.

- C. ACT score less than 14 may be accepted if the applicant has:
  1. Completed 12 semester hours of college work (not counting remedial courses).
  2. Successfully completed any remediation as in B.
  3. Completed at least six semester hours of Natural Science with grades of C or better.
  4. A college cumulative GPA of at least 2.0.
- D. ACT score may not be required if the applicant has:
  1. Completed requirements one through four of Item IV, C or above *and*
  2. Completed ENC 1101 Freshman Communications I with at least a C grade, or completed College Preparatory English *and*
  3. Completed College Preparatory Mathematics (MAT 1000 and MAT 1024) or the nursing mathematics, MGF 1103K (Ratio and Proportion) with a grade of C or better, or successfully challenged for credit MGF 1103K. If the MGF 1103K is completed, the student may be selected but may need to complete the MAT 1024 during the first semester of nursing.

- V. CUMULATIVE GRADE POINT AVERAGE (GPA):  
Must be at least 2.0 in ALL previous college work attempted. Selection will be based on the following criteria:

1. ACT test score
2. Chemistry grade\*
3. Cumulative grade point average
4. MGF 1103K\*

College GPA will be used if 12 or more semester hours have been attempted.

Florida citizens will have priority in the selection process.

ALL of the above requirements *must* be completed before an application may be considered.

Both men and women are eligible to apply, regardless of marital status or age. Students must *also* have a high school diploma from an accredited institution or a state high school equivalent diploma to be eligible to take the Florida Licensing (Board) examination.

Applicants whose records are not completed by March 7 for the fall class or October 1 for winter class may be considered if vacancies are available prior to the beginning of the term. Applicants must reapply if they wish to be considered for the subsequent class. There is *no* "waiting list." Each class is selected from the new applicant pool.

If more than one failure in a clinical nursing course(s) is received, or if the student withdraws because he/she is failing more than two times from a clinical nursing course(s), he/she may not re-enter the program. If the student is not an LPN, he/she may complete the LPN program and re-apply.

Students may challenge the nursing courses if previous experience and academic preparation warrants. Challenge examinations must be arranged through the program manager.

It is strongly recommended that students take college anatomy and physiology before entering the program.

*\*Chemistry and MGF 1103K may be taken with the first nursing course with permission of the program manager.*

**Fall Track**

Fall/Winter Course	First Year Title	Semester	Hours Credit	
			Fall	Winter
APB 1170	Microbiology		2	
APB 1170L	Microbiology Laboratory		1	
APB 1190	Anatomy and Physiology I		2	
APB 1190L	Anatomy and Physiology I Laboratory		1	
NUR 1023C	Nursing Concepts		8	
NUR 2130	Human Growth & Development		3	
APB 1191	Anatomy and Physiology II			2
APB 1191L	Anatomy and Physiology II Laboratory			1
ENC 1101	Freshman Communications I		3	
HUN 1201	Elements of Nutrition		3	
NUR 1210C	Nursing Process I		8	
			17	17

One of the following:

		Spring
NUR 2211	Nursing Process II-A	7
NUR 2421C	Nursing Process II-B	(7)
NUR 2310C	Nursing Process II-C	(7)
NUR 2214C	Nursing Process II-D	(7)
NUR 2520C	Nursing Process II-E	(7)

		Summer
	Humanities	3
MGF 1103H	Introduction to Algebra	1
MGF 1103	Mathematics Elective	1
	Physical Education	1
		6

**Fall/Winter Second Year**

Two of the following:

		Fall	Winter
NUR 2211C	Nursing Process II-A	7	
NUR 2421C	Nursing Process II-B	7	
NUR 2310C	Nursing Process II-C		7
NUR 2214C	Nursing Process II-D		7
NUR 2520C	Nursing Process II-E	(7)	
Plus			
SYG 2000**	Introduction to Sociology	3	
	Physical Education	1	
HSC 2200*	Life Science and Health		3
		18	17

\*May be challenged. Must do so before time to sign up for registration.

\*\*SYG 1440 may be substituted.

**Winter Track**

Winter/Spring/Fall Course	First Year Title	Semester	Hours Credit	
			Winter	Spring
APB 1170	Microbiology		2	
APB 1170L	Microbiology Laboratory		1	
APB 1190	Anatomy and Physiology I		2	
APB 1190L	Anatomy and Physiology I Laboratory		1	
NUR 1023C	Nursing Concepts		8	
NUR 2130	Human Growth & Development		3	
	Humanities			3
MGF 1103H	Introduction to Algebra			1
MGF 1103	Mathematics Elective			1
	Physical Education			1
			17	6

**Fall**

APB 1191	Anatomy and Physiology II	2
APB 1191L	Anatomy and Physiology II Laboratory	1
ENC 1101	Freshman Communications I	3
HUN 1201	Elements of Nutrition	3
NUR 1210C	Nursing Process I	8
		17

**Winter/Spring/Fall Second Year**

		Winter	Spring
NUR 2211C	Nursing Process II-A	7	
NUR 2421C	Nursing Process II-B	7	
NUR 2310C	Nursing Process II-C		7
NUR 2214C	Nursing Process II-D	(7)	
NUR 2520C	Nursing Process II-E	(7)	
Plus			
SYG 2000**	Introduction to Sociology	3	
	Physical Education	1	
		18	17
		Fall	
NUR 2211C	Nursing Process II-A	7	
NUR 2421C	Nursing Process II-B	7	
NUR 2310C	Nursing Process II-C	(7)	
NUR 2214C	Nursing Process II-D	(7)	
NUR 2520C	Nursing Process II-E	(7)	
Plus			
HSC 2200*	Life Science and Health		3
			17

\*May be challenged. Must do so before time to sign up for registration.

\*\*SYG 1440 may be substituted.

## TEN MONTH LPN TO RN PROGRAM

### Ten Month Transitional Program — LPN to RN — Admissions

The transitional student may enter the nursing program any semester in which he/she qualifies.

Minimum requirements for admission:

1. Be a licensed practical nurse.
2. Have at least a 2.0 average on all college work.
3. Have at least a C in Anatomy and Physiology, and Microbiology; with exception of chemistry, sciences must have been taken within five years.
4. Have passed the challenge examinations in (a) Nursing Concepts; (b) Nursing Process I.
5. Have completed the following courses:

APB 1170	Microbiology	2
APB 1170L	Microbiology	1
APB 1190	Anatomy and Physiology I	2
APB 1190L	Anatomy and Physiology I Laboratory	1
APB 1191	Anatomy and Physiology II	2
APB 1191L	Anatomy and Physiology II Laboratory	1
CHM 1015	Principles of Chemistry	3
ENC 1101	Freshman Communications I	3
HUN 1201*	Elements of Nutrition	3
MGF 1103K**	Ratio and Proportion for Nurses	1
NUR 2000***	Introduction to Professional Nursing	1
NUR 2130*	Human Growth and Development	3
PE (2)	Physical Education (If under 35 years of age)	2
		<u>25</u>

6. Students will need to have accident insurance of some type.
7. Students will need to have physical examinations.
8. Students must have had a minimum of six months full-time work experience in an acute-care setting within the last five years or have graduated from the LPN program within the last five years.
9. Students must have current CPR Certification.
10. A mathematics dosage examination must be passed before selection. See the nursing office.

Credit as listed below will be given when the applicant has passed each of the challenge examinations with at least a C grade:

NUR 1023	Nursing Concepts	8
NUR 1210C	Nursing Process I	8
		<u>16</u>

The fee for nursing challenge examinations is \$5 per credit hour.

(Courses to be taken after student has met prerequisite-ments)

Course	Title	Semester	Hours	Credit
			Spring	

One of the following:

NUR 2211C	Nursing Process II-A	7
NUR 2421C	Nursing Process II-B	(7)
NUR 2310C	Nursing Process II-C	(7)
NUR 2214C	Nursing Process II-D	(7)
NUR 2520C	Nursing Process II-E	(7)
		<u>7</u>

Fall Winter

Two of the following:

NUR 2211C	Nursing Process II-A	7
NUR 2421C	Nursing Process II-B	7
NUR 2310C	Nursing Process II-C	(7)
NUR 2214C	Nursing Process II-D	(7)
NUR 2520C	Nursing Process II-E	(7)
NUR 2000*	Introduction to Professional Nursing	1
HSC 2200**	Life Science and Health	3
SYG 2000***	Introduction to Sociology	3

Two of the following:

NUR 2211C	Nursing Process II-A	7
NUR 2421C	Nursing Process II-B	7
NUR 2310C	Nursing Process II-C	(7)
NUR 2214C	Nursing Process II-D	(7)
NUR 2520C	Nursing Process II-E	(7)
NUR 2000*	Introduction to Professional Nursing	1
	Humanities	3
MGF 1103H	Introduction to Algebra	1
MGF 1103	Math Elective	1
		<u>21</u>
		<u>20</u>

\*Offered only fall and winter. Must be taken prior to entering nursing courses or concurrently with first nursing course.

\*\*May be challenged.

\*\*\*SYG 1440 may be substituted.

\*May be challenged. Must do so before time to sign up for registration.

\*\*May be challenged, providing mathematics is no problem.

\*\*\*Must be taken as a prerequisite course or concurrently with the first nursing course offered (fall and winter terms only)

**PRE-NURSING (A.A. 13-302)**

This program is intended to give the student the first two years of a four-year course leading to a Bachelor's Degree in Nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing to obtain optimum choice of courses at PBCC. In some cases, it may be advisable to transfer at the end of the freshman year.

<i>Freshman Year</i> <i>Course</i>	<i>Title</i>	<i>Semester Hours Credit</i>	
		<i>Fall</i>	<i>Winter</i>
APB 1190	Anatomy and Physiology I . . . . .	2	
APB 1190L	Anatomy and Physiology I Laboratory . . . . .	1	
CHM 1040****	General Chemistry I . . . . .	3	
ENC 1101*	Freshman Communications I . . . . .	3	
MAT 1033*	Intermediate Algebra . . . . .	3	
PSY 2012	General Psychology . . . . .	3	
APB 1191	Anatomy and Physiology II . . . . .		2
APB 1191L	Anatomy and Physiology II Laboratory . . . . .		1
CHM 1041	General Chemistry II . . . . .		3
CHM 1041L	General Chemistry II Laboratory . . . . .		1
ENC 1102*	Freshman Communications II . . . . .		3
MAC 1104*	College Algebra . . . . .		3
POS 1001**	Introduction to Political Science . . . . .		3
		15	16

***Sophomore Year***

APB 1170	Microbiology . . . . .	2	
APB 1170L	Microbiology Laboratory . . . . .	1	
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . . (3)		
CHM 1046	General Chemistry II . . . . .	3	
CHM 1046L	General Chemistry II Laboratory . . . . .	1	
HSC 2200	Life Science and Health . . . . .	3	
	Physical Education . . . . .	1	
NUR 2130	Human Growth and Development . . . . .		3
HUN 1201	Elements of Nutrition . . . . .		3
SPC 1600*	Fundamentals of Speech . . . . .		3
SYG 2000***	Introduction to Sociology . . . . .		3
	* Literature . . . . .		3
	Physical Education . . . . .		1
		14	16

\*Must earn a C or better.

\*\*POS 2041 or AMH 2010 (required in many BSN programs) may be substituted.

\*\*\*SYG 1440 may be substituted.

\*\*\*\*May be replaced by another A.A. transfer course if high school chemistry and algebra are completed satisfactorily.

**Physical Education****PHYSICAL EDUCATION (A.A. 10-227)**

This program is designed to prepare the student for matriculation to one of the nine state universities in Florida. Since the requirements of the universities vary, students should counsel with a professional physical education staff member before selecting their courses. This program is also designed to allow students to prepare for non-teaching professions such as coaching, recreation, exercise physiology, exercise fitness and sport.

<i>Freshman Year</i> <i>Course</i>	<i>Title</i>	<i>Semester Hours Credit</i>	
		<i>Fall</i>	<i>Winter</i>
APB 1190	Anatomy and Physiology I . . . . .	2	
APB 1190L	Anatomy and Physiology I Laboratory . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
MGF 1103	General Education Mathematics I . . . . .	3	
PEO 1510	Fundamentals of Soccer . . . . .	2	
PEO 1031	Independent Sports . . . . .	3	
PET 2000	Introduction to Physical Education . . . . .	3	
APB 1191	Anatomy and Physiology II . . . . .		2
APB 1191L	Anatomy and Physiology II Laboratory . . . . .		1
ENC 1102	Freshman Communications II . . . . .		3
MGF 1104	General Education Mathematics II . . . . .		3
PEO 2351	Fundamentals of Racquet Sports . . . . .		3
PEP 1201	Fund. of Stunts, Tumbling Gymnastics . . . . .		3
		17	15

***Sophomore Year***

HSC 2200	Life Science and Health . . . . .	3	
MUL 1010	Music Appreciation . . . . .	3	
PEO 1323	Volleyball: Fundamentals & Officiating . . . . .		3
SYG 1440**	Introduction to the Social Sciences . . . . .		3
SPC 1600	Fundamentals of Speech . . . . .		3
DAA 1050	Fundamentals of Rhythmics . . . . .		2
ENL 2010	English Literature to 1660 . . . . .		3
PEO 2623	Fundamentals of Basketball . . . . .		2
PEP 2101	Essentials of Fitness . . . . .		3
POS 1001*	Introduction to Political Science . . . . .		3
PSY 2012	General Psychology . . . . .		3
		15	16

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

NOTE: Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

## Physics and Physical Science

### PHYSICS (A.A. 18-401), PHYSICAL SCIENTIST (A.A. 18-405) (Astronomy, Geology, Meteorology)

This physics program is designed for the above-average student. Other students desiring to have a major in physics must plan to take five terms of study.

Freshman Year Course	Title	Semester Hours Credit	
		Fall	Winter
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
CHM 1041	General Chemistry II .....	3	
CHM 1041L	General Chemistry II Laboratory .....	1	
ENC 1101	Freshman Communications I .....	3	
FRE 1120	Elementary French I .....	4	
MAC 2311	Calculus w/Analytic Geometry I .....	4	
	Physical Education .....	1	
CHM 1046	General Chemistry III .....		3
CHM 1046L	General Chemistry III Laboratory .....		1
ENC 1102	Freshman Communications II .....		3
FRE 1121	Elementary French II .....		4
HSC 2200	Life Science and Health .....		3
MAC 2312	Calculus w/Analytic Geometry II .....		4
	Physical Education .....		1
		19	19

#### Sophomore Year

MAC 2313	Calculus w/Analytic Geometry III .....	4	
COP 2200	FORTTRAN Programming .....	3	
PHY 2048	General Physics w/Calculus I .....	4	
PHY 2048L	General Physics w/Calculus I Laboratory .....		1
SYG 1440*	Introduction to the Social Sciences .....	3	
SPC 1600	Fundamentals of Speech .....	3	
MAP 2302	Differential Equations .....		3
PHY 2049	General Physics w/Calculus II .....		4
PHY 2049L	General Physics w/Calculus II Laboratory .....		1
POS 1001**	Introduction to Political Science .....		3
	Literature .....		3
	Electives .....		3
		18	17

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

NOTE: Students planning to go to the University of Florida should take 7 hours of biology.

## Social Science

### EARLY CHILDHOOD EDUCATION (A.A. 14-344)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in early childhood education, a cooperative program for training directors and teachers of public, private, and church-related nursery schools, kindergartens, Montessori preschools, and traditional day-care centers has been developed by Palm Beach Community College. The program is also planned to provide further instruction for in-service teachers working toward a degree in Early Childhood Education.

Freshman Year Course	Title	Semester Hours Credit	
		Fall	Winter
CGS 1361	Introduction to Computers .....	3	
DAA 1050	Fundamentals of Rhythmics .....	2	
EDF 1005	Introduction to Education .....	3	
EEC 1001	Intro. to Early Childhood Education .....	3	
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....	3	
MGF 1103	General Education Mathematics I .....	3	
POS 1001*	Introduction to Political Science .....	3	
PSY 2012	General Psychology .....	3	
SPC 1600	Fundamentals of Speech .....	3	
SYG 1440****	Introduction to the Social Sciences .....	3	
	Physical Education .....		1
			33

#### Sophomore Year

ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
DEP 2102	Child Growth & Development .....	3	
FSS 1112	Foods for Children .....	3	
HSC 2200	Life Science and Health .....	3	
MGF 1104	General Education Mathematics II .....	3	
SYG 2340	Life Styles & Family Relationships .....	3	
	Literature .....		3
	Science** .....		6

Choose 6 hours of the following:

CHD 1320	Methods and Materials I .....	(3)	
CHD 1338	Methods and Materials II .....	(3)	6
EEC 2530***	Early Child Dir. Obs. & Part I .....	(3)	
EEC 2532***	Early Child Dir. Obs. & Part II .....	(3)	
			33

NOTE: Students desiring to teach in pre-school programs will need to complete the 20-hour Child Care Workers Certification course.

\*POS 2041 or AMH 2010 may be substituted.

\*\*Science requirement dependent on university; recommended: BSC 1010, PSC 1513.

\*\*\*EEC 1006 is a co- or prerequisite.

\*\*\*\*SYG 2000 may be substituted.

## EDUCATION (ELEMENTARY LEVEL) (A.A.) 14-329)

Academic advisement is required within the division in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

### Freshman Year

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation	3	
or			
MUL 1010	Music Appreciation	(3)	
BSC 1010*	Principles of Biology	3	
EDF 1005	Introduction to Education	3	
ENC 1101	Freshman Communications I	3	
ENC 1102	Freshman Communications II	3	
HSC 2200	Life Science and Health	3	
PSC 1513	Earth Science	3	
PSY 2012	General Psychology	3	
SPC 1600	Fundamentals of Speech	3	
SYG 1440	Introduction to the Social Sciences	3	
	Physical Education	2	
		32	

### Sophomore Year

DEP 2102	Child Growth and Development	3	
EDP 2002	Educational Psychology	3	
GEO 1010	Principles of Geography and Conservation	3	
MGF 1103**	General Education Mathematics I	3	
MGF 1104**	General Education Mathematics II	3	
POS 1001***	Introduction to Political Science	3	
WOH 1012	Ancient and Medieval Civilizations	3	
or			
WOH 1022	Modern Civilizations	(3)	
or			
AMH 2010	U.S. History to 1865	(3)	
or			
AMH 2020	U.S. History from 1865	(3)	
	Literature	6	
	Electives****	3	
		30	

\*Laboratories should be taken, dependent upon requirement of upper level school (university).

\*\*Algebra and/or statistics are strongly recommended as substitutes.

\*\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*\*Foreign languages, COP 2002, CGS 1361, SYG 2340.

## EDUCATION (SECONDARY LEVEL) (A.A.) (Choose Goal Code From Below).

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his advisor, the student must make certain that his program will satisfy his needs for certification, as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

GENERAL SOCIAL SCIENCE (A.A. 14-326)\*; GEOGRAPHY (A.A. 14-336)\*; GOVERNMENT-FOREIGN SERVICE (A.A. 14-335)\*; HISTORY (A.A. 14-327)\*; POLITICAL SCIENCE (A.A. 14-339)\*; SOCIAL SCIENCE TEACHER (A.A. 14-328)\*; ANTHROPOLOGY (A.A. 14-324)\*; SOCIOLOGY (A.A. 14-325)\*

## EDUCATION (SECONDARY LEVEL) (A.A.)

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation	3	
or			
MUL 1010	Music Appreciation	(3)	
ENC 1101	Freshman Communications I	3	
ENC 1102	Freshman Communications II	3	
HSC 2200	Life Science and Health	3	
MGF 1103	General Education Mathematics I	3	
MGF 1104	General Education Mathematics II	3	
POS 1001*	Introduction to Political Science	3	
SYG 1440**	Introduction to the Social Sciences	3	
SPC 1600	Fundamentals of Speech	3	
STA 2014	Statistics	3	
	Foreign Languages-French,		
	Spanish	12	
	Literature	3	
	Physical Education	2	
	Science	6	
	Electives	10	
		63	

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**NOTE:** The following will apply to ALL students enrolling in Palm Beach Community College who plan to complete professional programs in Teacher Education leading to certification to teach in Florida.

- Recommended electives: ECO 2013, WOH 1012, WOH 1022, PHI 1000, GEO 1010, PSY 2012, SPC 1600, ANT 2000, SYG 2000, ASN 2000, AMH 2095.
- Recommended electives: GEO 1010, WHO 1012, WOH 1022, PSY 2102, MAC 1104, MAC 1114, SUR 2101, SUR 2610C, SUR 2201C, SUR 2300C, ECO 2013, ECO 2023, ASN 2000, AMH 2095.
- Recommended electives: ART 1201C, WOH 1012, WOH 1022, AMH 2010, AMH 2020, LAH 2130, LAH 2131, GEO 1010, POS 2041, POS 2112, ECO 2013, LIT 2210, LIT 2120, ANT 2000, SYG 2000, ASN 2000, AMH 2095.
- Recommended electives: WOH 1012, WOH 1022, AMH 2010, AMH 2020, LAH 2130, LAH 2131, GEO 1010, REL 2300, POS 2041, ANT 2000, SYG 2000, ASN 2000, AMH 2095.
- Recommended electives: WOH 1012, WOH 1022, AMH 2010, AMH 2020, GEO 1010, ECO 2013, PHI 1000, ANT 2000, ASN 2000, AMH 2095.
- Recommended electives: WOH 1012, WOH 1022, GEO 1010, AMH 2010, AMH 2020, ECO 2013, POS 2041, POS 2112, PSY 2102, DEP 2102, EDF 1005, SPC 1600, SYG 2010, ANT 2000, SYG 2000, AMH 2095.
- Recommended electives: ECO 2013, ECO 2023, WOH 1012, WOH 1022, MAF 2001, POS 2112, PSY 2012, CLP 2002, PEP 2102, PHI 1000, FSS 1210C, CTE 1310C, AMH 2010, AMH 2020, POS 2041, SPC 1600, SYG 2010, ANT 2000, SYG 2000, ASN 2000, AMH 2095, SYG 2361, SOP 2740.

**NOTE:** Senior college choice may necessitate some changes including a rearrangement of the program.

## INTERNATIONAL STUDIES (A.A. 14-333)

<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credit</i>
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . . (3)		
ASN 2000	Asian Studies . . . . .	3	
CPO 2002	Comparative Governments . . . . .	3	
ECO 2013	Principles of Economics I (Macro) . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
GEO 1010	Principles of Geography & Conservation . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
LAH 2021	Latin Amer. History-Colonial Per- iod . . . . .	3	
MGF 1103	General Education Mathematics I . . . . .	3	
MGF 1104	General Education Mathematics II . . . . .	3	
POS 1001*	Introduction to Political Science . . . . .	3	
SYG 1440***	Introduction to the Social Sciences . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
SPN 1120*	Elementary Spanish I . . . . .	3	
SPN 1121**	Elementary Spanish II . . . . .	3	
WOH 1012	Ancient & Medieval Civilizations . . . . .	3	
WOH 1022	Modern Civilizations . . . . .	3	
	Literature . . . . .	3	
	Science . . . . .	6	
	Physical Education . . . . .	2	
		65	

\*POS 2041 or AMH 2010 may be substituted.

\*\*French may be substituted.

\*\*\*SYG 2000 may be substituted.

## POLITICAL SCIENCE, PRE-LAW (A.A. 14-332)

## Freshman Year

<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credit</i>
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
MGF 1103	General Education Mathematics I . . . . .	3	
POS 1001	Introduction to Political Science . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
SYG 2000	Sociology . . . . .	3	
	Science . . . . .	6	
	Physical Education . . . . .	2	
		29	

## Sophomore Year

AMH 2010	U.S. History to 1865 . . . . .	3	
AMH 2020	U.S. History from 1865 to Present . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . . (3)		
HSC 2200	Life Science and Health . . . . .	3	
MGF 1104	General Education Mathematics II . . . . .	3	
PHI 1100	Art of Thinking . . . . .	3	
POS 2041*	American National Government . . . . .	3	
	Literature . . . . .	3	
	Elective . . . . .	1	
	Foreign Language . . . . .	8	
		33	

\*POS 1001 or AMH 2010 may be substituted.

**PRE-MINISTRY AND PHILOSOPHY (A.A. 14-334)**

<i>Freshman Year</i>			
<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credit</i>
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MGF 1103	General Education Mathematics I . . . . .	3	
MUL 1010	Music Appreciation . . . . .	3	
PEL 1011	Team Activities . . . . .	1	
PHI 1000	Introduction to Philosophy . . . . .	3	
REL 1210	Old Testament . . . . .	3	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
	Foreign Language . . . . .	6	
	Physical Education . . . . .	1	
		<b>36</b>	

***Sophomore Year***

ENL 2010	English Literature to 1660 . . . . .	3	
MGF 1104	General Education Mathematics II . . . . .	3	
POS 2041**	American National Government . . . . .	3	
PSC 1513	Earth Science . . . . .	3	
PSY 2012	General Psychology . . . . .	3	
REL 1240	New Testament . . . . .	3	
REL 2300	Major Religions of the World . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Elective . . . . .	3	
		<b>27</b>	

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\*SYG 2000 may be substituted.

\*\*POS 1001 or AMH 2010 may be substituted.

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**PSYCHOLOGY (A.A. 14-331)**

<i>General Education Requirements</i>			
<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>	<i>Credit</i>
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
	Literature . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation . . . . .	(3)	
	Mathematics* . . . . .	6	
	Science*** . . . . .	6	
	Social Science . . . . .	6	

***Graduation Requirement***

Physical Education . . . . .	2
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***Core Requirement***

PSY 2012	General Psychology . . . . .	3
DEP 2102**	Child Growth & Development . . . . .	3
CLP 2002**	Personality Development . . . . .	3
SOP 2740	Feminist Psychology . . . . .	3

***Electives***

SYG 2340	Lifestyles & Family Relationships . . . . .	3
EDP 2002	Educational Psychology . . . . .	3
HUS 1200	Group Dynamics . . . . .	3
	Foreign Languages . . . . .	8

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\*Contact university of your choice for specific requirements.

\*\*Course has pre-requisite PSY 2012.

\*\*\*Biology strongly recommended.

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**SOCIAL WORKER (A.A. 14-330)**

The social worker is a caring, compassionate, professionally-trained person with the knowledge, skills and attitudes essential for the beginning professional. A core of courses is designed to prepare the student for matriculation into bachelor's degree programs in such areas as human services, social work, counseling, gerontology, etc.

The student may volunteer for field work experience as an extra-curricular activity to enhance and improve his/her preparation as a beginning professional in the broad field of "helping" professions.

<i>Freshman Year</i>		<i>Semester Hours Credit</i>	
<i>Course</i>	<i>Title</i>	<i>Fall</i>	<i>Winter</i>
ARH 1000	Art Appreciation	3	
or			
MUL 1010	Music Appreciation	(3)	
ENC 1101	Freshman Communications I	3	
HUS 1003	Introduction to Human Services	3	
HUS 1100	Interviewing and Counseling	3	
PSY 2012	General Psychology	3	
ENC 1102	Freshman Communications II		3
MGF 1103	General Education Mathematics I		3
MGF 1104	General Education Mathematics II		3
SPC 1600	Fundamentals of Speech		3
SYG 2000	Introduction to Sociology		3
		15	15

*Sophomore Year*

BSC 1010	Principles of Biology	3	
HUS 1200	Principles of Group Dynamics	3	
POS 1001*	Introduction to Political Science	3	
SYG 2340	Lifestyles & Family Relationships	3	
	Physical Education		1
CLP 2002	Personality Development		3
DEP 2102	Child Growth and Development		3
	Science		3
	Physical Education		1
	Literature		3
	Electives**		1
SYG 2010	American Social Problems		3
		13	17

*Spring*

HSC 2200	Life Science and Health	3
		3

\*AMH 2010 or POS 2041 may be substituted.

\*\*Foreign language encouraged.

**SOCIOLOGY MAJOR (A.A. 14-327)**

A Sociology major is an excellent preparation for many different career options in both government and private industry, as well as Sociology, Liberal Arts, or other upper-level university majors.

<i>Course</i>	<i>Title</i>	<i>Semester Hours Credit</i>
SYG 2000	Introduction to Sociology	3
ENC 1101	Freshman Communications I	3
MGF 1103	General Education Math I	3
HSC 2200	Health & Life Science	3
MGF 1104	General Education Math II	3
	Physical Education	2
POS 1001*	Introduction to Political Science	3
ENC 1102	Freshman Communications II	3
	Literature	3
	Science	6
ARH 1000	Art Appreciation	3
or		
MUL 1010	Music Appreciation	(3)
PHI 1000	Introduction to Philosophy	3
SPC 1600	Fundamentals of Speech	3
PSY 2012	General Psychology	3
	Social Science Electives	15

*Recommended Social Science Electives*

Choose 15 hours from the list below:

SYG 2340	Life Styles and Family Relationships	(3)
SYG 2361	Death and Dying	(3)
SOP 2740	Feminist Psychology	(3)
DEP 2102	Child Growth and Development	(3)
SYG 2010	American Social Problems	(3)
ANT 2000	Introduction to Anthropology	(3)
AMH 2095	American Minorities Today	(3)
	Electives outside the Social Science Department: Language, Economics, Computers, Mathematics, Human Services, Science	3
		62

**NOTE:** AMH 2010 or POS 2041 may be substituted and POS 1001 are courses that feature an intensive study of the Constitution of the United States.

# Course Descriptions

## FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designed as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course number system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that an equivalent course could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SYG-000 at a community college, he cannot be required to repeat SYG-000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using *non-equivalent* courses for satisfying certain requirements.

### General Rule for Course Equivalencies

All undergraduate courses bearing the

same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG\_\_000.

### First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered — i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SYG 1000; a school offering the same course in sophomore year will number it SYG 2000. The variance in first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

### Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology." The title does *not* affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

### Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories.

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

### Examples:

Marine Biology  
OCB \_\_013 (lecture only)  
OCB \_\_013L (lab only)  
Marine Biology with lab  
OCB \_\_013C (lecture  
with Lab & lab combined)

Therefore, OCB\_\_013C is equivalent to OCB\_\_013 plus OCB\_\_013L.

### SPECIALIZED, BUSINESS, TECHNICAL, PROFESSIONAL PROGRAM

### Equivalency of Sequences

In certain cases, sequences of courses in

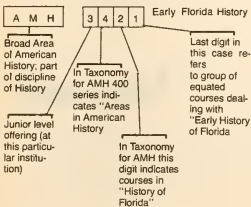
## Chapter 9

## 82/Course Descriptions

### Explanation of Prefixes and Numbers

Generally, each of the major classifications in a discipline represented by a three alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

A more specific example is AMH 3421.



The number of prefixes is a function of the extent of the sub-classifications of the given subject matter area.

ida's prefixes, as indicated by the example below:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

A complete inventory of taxonomic listing, equivalent and unique courses, has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

The following are exceptions to the general rule for course equivalencies:

- A All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
- B All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with \_\_\_\_900 numbers must be evaluated individually and are not automatically transferable.
- C All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- D Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council On Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University

### Course Prefixes

Accounting . . . . . ACO, ACG, TAX  
Acting . . . . . TPP  
Aeronautics . . . . . AVM, ASC, ATF, ATT  
Anatomy and Physiology . . . . . APB  
Anthropology . . . . . ANT  
Architectural Drawing . . . . . ARC, BCN  
Art . . . . . ARH, ART, GRA  
Asian Studies . . . . . ASN  
Astronomy . . . . . AST  
Automotive . . . . . AER  
Ballet . . . . . DAA  
Banking . . . . . BRC, BAN  
Biological Sciences . . . . . APB, BOT,  
BSC, OCB, PCB, ZOO  
Bookkeeping . . . . . APA  
Building Construction . . . . . BCN  
Business Law . . . . . BUL  
Career Development . . . . . SLS  
Chemistry . . . . . CHM  
Child Care . . . . . CHD, DEP, EEC  
Child Development . . . . . DEP  
College Preparatory  
Courses . . . . . ESL, ENC, MAT, REA  
Columbia, South America  
Study Tour . . . . . FOL  
Commercial Art . . . . . ART, GRA  
Comparative Governments . . . . . CPO  
Computer Drafting . . . . . CGS  
Computer Technology . . . . . CGS, CIS, COP  
Consumer Education . . . . . COA  
Criminal Justice . . . . . CCJ, CJT  
Dance . . . . . DAA  
Data Processing  
(See Computer Technology)  
Dental Assisting . . . . . DEA, DES  
Dental Hygiene . . . . . DEH, DES  
Dental Laboratory  
Technology . . . . . DES, DTE  
Dietetic Technician . . . . . DIE, FSS, HUN  
Drafting and Design . . . . . CAP, EET,  
EGN, ETD, ETG, ETI  
Drafting, Machine/Mechanical . . . . . ETD  
Drafting, Fabrication . . . . . ETD  
Early Childhood Education . . . . . CHD, EEC  
Ecology . . . . . APB  
Economics . . . . . ECO, ECS  
Education . . . . . EDF, EDP  
Electronics/Electricity . . . . . CET, EET  
Emergency Medical Technology . . . . . EMS  
Engineering—General . . . . . EGN  
English Language and Literature  
. . . . . AML, CRW, ENC, ENL, LIT  
Fashion . . . . . CTE  
Fire Science . . . . . FFF

French Language	.FRE
General Business	.GEB
Genetics	.PCB
Geography	.GEO
Geology	.GLY
Graphic Arts	.GRA
Health, Education and Safety	.HSA, HSC
History	.AMH, HIS, LAH, WOH
Home Economics	.CTE, FSS
Honors Course	.IDS
Hospitality Management	.FOS, FSS, HFT
Human Services	.HUS
Insurance	.RMI
Interior Design	.IND
Italian Language	.ITA
Journalism	.JOU, MMC
Legal Assistant	.PLA
Local Government	.PAD
Management	.MNA, MAN, MAR
Marketing	.MKA, MAR
Manufacturing, Robotic/Automated	.ETI
Materials Engineering	.ETM
Mathematics	.COP, MAC, MAP, MAT, MGF, MTB
Medical Terminology	.MRE
Mental Health	.HUS
Mexico Travel Study	.FOL
Montessori Philosophy	.EEC
Music General	.MUC, MUE, MUH, MUL, MUM, MUN, MUS, MUT
Music Applied	.MVK, MVP, MVS, MVV, MVW
Nursing	.NSP, NUR
Nutrition	.DIE, FSS, HUN
Occupational Therapy	.OTH
Office Education	.OST
Ornamental Horticulture	.GEO, ORH, PLS, PMA, SOS
Panama Study Tour	.FOL
Paramedic	.EMS
Philosophy	.PHI
Phonics	.RED
Photography	.PGY
Physical Education	.PEL, PEM, PEN, PEO, PER, PEQ, PET
Physics, Physical Science	.AST, GLY, PHY, PSC
Political Science	.POS
Postal Service Technology	.MNA
Psychology	.CLP, DER, PSY, SOP
Public Administration	.PAD
Radiological Technology	.RTE
Reading	.REA
Real Estate	.REE
Religion	.REL
Secretarial	.OST
Social Sciences	.SYG
Sociology	.SYG
Spanish Language	.SPN
Speech Communications	.SPC
Statistics	.STA
Student Development	.SLS
Surveying Lands	.SUR
Taxes	.TAX
Theater Arts	.TPA, TPP, THE
Water/Wastewater Management	.EVS
Word Processing	.OST
Yucatan Study Tour	.FOL

## ACG 2001 PRINCIPLES OF ACCOUNTING I

This course includes a study of the accounting cycle, accruals and deferrals, how assets are recorded (including inventories of a merchandising business), depreciation methods, payroll systems, and systems and controls as they relate to cash. 3-0-3\*

## ACG 2011 PRINCIPLES OF ACCOUNTING II

(Prerequisite: ACG 2001 or equivalent) This is a continuation of ACG 2001. It is a study of accounting as applied to the partnership, corporation, process and job order cost accounting, budgetary control, standard cost systems, special analysis, and financial statement analysis, as they relate to the function of planning and control. 3-0-3\*

## ACG 2100 INTERMEDIATE ACCOUNTING I

(Prerequisite: ACG 2011) This course is a study of the conceptual framework for financial accounting and reporting. In-depth examination of the accounting process and the content of financial statements, including cash, short-term investments, receivables, inventories, current liabilities, plant and intangible assets and long-term investments.

This course is designed to give those seeking technical accounting skills experience with materials and situations as encountered in accounting practice, as opposed to being an in-depth theory course. This course may not be transferable to a senior institution. 3-0-3\*

## ACG 2360 COST ACCOUNTING

(Prerequisite: ACG 2011) This course is a study of the most common cost systems with emphasis on cost for materials, labor, overhead, standard costs, and cost relationships. This course may not transfer to an upper division university. 3-0-3\*

## ACG 2661 ACCOUNTING INFORMATION SYSTEMS

This course is one of the last courses to be taken in the Accounting Technology Program. It offers an introduction to the design and operation of accounting information systems as affected by information theory, computers and behavioral concepts. Transaction cycles, internal control and system analysis are emphasized. 3-0-3\*

## AER 1000 AUTOMOTIVE PARTS AND CUSTOMER RELATIONS

This course offers theory-related instruction to supplement apprenticeship training on the job. It is an introductory course in auto technology, designed for automotive apprentices, that provides theory for foundation in the field of automotive technology. 2-2-3\*

tion to supplement apprenticeship training on the job. It is an introductory course in auto technology, designed for automotive apprentices, that provides theory for foundation in the field of automotive technology. 2-2-3\*

## AER 1004 ENGINE DIAGNOSIS AND REPAIR

This course offers theory-related instruction to supplement the apprentice's on-the-job training. Instruction in the theoretical procedures necessary to completely rebuild an automotive engine is stressed. It also includes the disassembly and assembly techniques, along with the restoring of tolerances by the machining of engine components. 2-2-3\*

## AER 1100 ELECTRICAL SYSTEM DIAGNOSIS AND REPAIR

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It is a study of the basic electrical systems found in automotive equipment. Topics include lighting systems, schematic troubleshooting, power-assist systems and wiring harnesses. 2-2-3\*

## AER 1112 ENGINE PERFORMANCE

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It is a continuation of AER 1000 with special emphasis on advance diagnosis, testing, and repair procedure. The theoretical application of the chassis dynamometer, HC/CO testers, and oscilloscopes is stressed. 2-2-3\*

## AER 1120 SUSPENSION AND STEERING SYSTEMS

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It includes theoretical study of steering systems (both power and manual), suspension systems, and wheel alignment. Suspension, front end, and steering repair and alignment is stressed. 2-2-3\*

## AER 1121 BRAKE SYSTEM DIAGNOSIS AND REPAIR

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It also includes related trade theory of servicing brake systems, window regulators, seat mechanisms, exhaust systems, and other chassis accessories. Instruction includes delivery and road-test procedures. 2-2-3\*

## AER 1131 AUTOMATIC TRANSMISSION AND TRANSAXLES

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It includes related trade theory of servicing automatic transmissions and transaxles. Instruction includes delivery and road-test procedures. 2-2-3\*

tion to supplement the apprentice's on-the-job training. It includes an in-depth study of automatic transmissions, clutches, standard transmissions, over-drives, propeller shafts, and drive axles. It also includes theory of operation, diagnosis, maintenance and repair. 2-2-3\*

## **AER 1162 MANUAL TRANSMISSIONS AND DRIVE TRAIN**

This course offers theory-related instruction to supplement the apprentice's on-the-job training, an in-depth study of parts numbering, storage, cataloging, retrieval, ordering, and stocking management techniques. Other topics include marketing techniques, financial analysis, personnel management, work scheduling and distribution, and use of pricing manuals. 2-2-3\*

## **AER 1171 HEATING AND AIR-CONDITIONING SYSTEMS**

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It includes instruction on the theory of automotive heating and air-conditioning systems with emphasis placed on the basic air-conditioning cycle. 2-2-3\*

One credit for each of the following will be granted to an apprentice who satisfactorily completes a term of training on the job:

- AER 1940 APPRENTICE EXPERIENCE I
- AER 1941 APPRENTICE EXPERIENCE II
- AER 1942 APPRENTICE EXPERIENCE III

## **AMH 2010 UNITED STATES HISTORY TO 1865**

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the 13 English colonies, and intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3\* Written Work: 2,000 words.

## **AMH 2020 UNITED STATES HISTORY FROM 1865 TO THE PRESENT**

A continuation of AMH 2010, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political and cultural movements and forces. 3-0-3\*

## **AMH 2095 AMERICAN MINORITIES TODAY**

This course will explore historically and examine currently the principal minority

groups in American life today, tracing the developments and contributions, values, character, heritage, social structure, etc. of each minority studied. There will be an examination of relations among ethnic and racial groups and the general attitude of mainstream Americans toward these groups, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Minority groups to be surveyed are; Black Americans (major emphasis), native American Indians, American women, Mexican-Americans, Puerto Rican-Americans (briefly surveyed), Japanese-Chinese and other Asian Americans. 3-0-3\*

## **AML 2010 AMERICAN LITERATURE TO 1865\*\***

(Prerequisite: ENC 1101) This course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3\* Written Work: 3,000 words.

## **AML 2022 AMERICAN LITERATURE AFTER 1865\*\***

(Prerequisite: ENC 1101) The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3\* Written Work: 3,000 words.

## **ANT 2000 INTRODUCTION TO ANTHROPOLOGY**

(Prerequisite: SYG 1440) This course provides an introduction to the functional study of man; concepts of human development, pre-history, culture, comparison in human variation, structure and function in social organization, synthesis of biological, cultural and social factors. 3-0-3\*

## **APA 1111 BOOKKEEPING**

This course covers the application of accounting concepts and procedures in sole proprietorship service and merchandising companies. It takes into consideration the widely varying objectives of students. It offers: (1) vocational preparation for students entering the job market in accounting, (2) a practical background in accounting for students embarking on other careers, such as clerical, secretarial, sales, and managerial positions, and (3) preparation and background for students planning more advanced studies in accounting. 3-0-3\*

## **APB 1120 ENVIRONMENTAL CONSERVATION**

This course integrates and correlates the

features of the natural environment with man's activities. It identifies many of the ecological problems man is confronting now and will in the future. Lectures, demonstrations, selected field trips, and guidance in the completion of a conservation project are provided. 3-0-3\*

## **APB 1170 MICROBIOLOGY**

(Co-requisite: APB 1170L) A study of the characteristics and importance of microorganisms with emphasis on identification, control, relationship to health and disease, and economic importance. 2-0-2\*

## **APB 1170L MICROBIOLOGY LABORATORY**

(Co-requisite: APB 1170) Laboratory to accompany APB 1170. 0-2-1\*

## **APB 1190 ANATOMY AND PHYSIOLOGY I**

(Co-requisite: APB 1190L) An introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, as well as the skeletal, muscular and nervous systems. 2-0-2\*

## **APB 1190L ANATOMY AND PHYSIOLOGY I LAB**

(Co-requisite: APB 1190) Laboratory to accompany APB 1190. 0-2-1\*

## **APB 1191 ANATOMY AND PHYSIOLOGY II**

(Co-requisite: APB 1191L; prerequisite: APB 1190) A continuation of APB 1190. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. The laboratory includes demonstrations of human cadaver dissection when possible. 2-0-2\*

## **APB 1191L ANATOMY AND PHYSIOLOGY II LAB**

(Co-requisite: APB 1191) Laboratory to accompany APB 1191. 0-2-1\*

## **APB 1223 TOPOGRAPHIC ANATOMY AND PHYSIOLOGY**

This course includes the anatomy and physiology of all vertebrates. However, particular attention is directed to the structure and function of the systems found in man. It includes a review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. The material is presented according to the regions of the body, the stress being upon the location of each

\*Lecture-Lab-Credit Hours

\*\*These courses meet State Board of Education Rule 6A-10.30, Writing Skills.

organ using surface landmarks and the relation of the organ to the other organs within the same anatomical region.

### **ARC 1120C ARCHITECTURAL DRAWING**

(Prerequisites: ART 1201C, ART 1300C) This is an introductory course to the drafting methods and concepts of architecture. Emphasis is on the development of techniques necessary to present clear and precise solutions to the basic architectural problems of lettering, preliminary sketching, line quality, shapes, orthographic projection, perspective, and architectural shades and shadows. Brief lectures on history of architecture are included throughout the course. 2-2-3\*

### **ARH 1000 ART APPRECIATION\*\***

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 3-0-3\* Written Work: 2,000 words.

### **ARH 1955 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)**

A survey of the galleries and historic sites of foreign countries. It will consist of a planned tour with a series of lectures before departure. Three hours credit.

### **ARH 1956 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)**

Same as ARH 1955 with the exception that students will be required to keep a photographic record of the work studied and a comprehensive notebook as prescribed by a course syllabus. Three hours credit.

### **ARH 2050 HISTORY OF ART (EARLY)**

Critical analysis of major works of art from the prehistoric world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\*

### **ARH 2051 HISTORY OF ART (MODERN)**

Critical analysis of major works of art from the Renaissance through Modernity, encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\*

### **ARH 2950 TRAVEL/STUDY: BRITISH ART HISTORY AND ARCHITECTURE (1)**

The student may choose lectures at Cambridge University, England on one of the following: History of English Painting, History of the English Home, or Great Country Houses. The History of English Painting fulfills the general education requirement for Art Appreciation. 3-0-3\*

### **ARH 2951 TRAVEL/STUDY: BRITISH ART HISTORY AND ARCHITECTURE (2)**

The student may choose lectures at Cambridge University, England, on two of the following: History of English Painting, History of the English Home, or Great Country Houses. The History of English Painting fulfills the general education requirement for Art Appreciation. 6-0-6\*

### **ART 1100C INTRODUCTION TO CRAFTS**

This course is a survey of the field of Arts and Crafts as it pertains to recreational leadership, mental health programs, occupational therapy, and educational programs. Students will learn the use of power and hand tools and will create projects in clay, wood, paper, fibers and metal. 2-2-3\*

### **ART 1101C CRAFTS (May be repeated one time)**

The purpose of this course is to give students in-depth training in a limited number of materials and techniques for crafts, according to the student's individual needs. 2-2-3\*

### **ART 1110C INTRODUCTION TO CERAMICS**

This course introduces the basic methods of ceramic production in hand building, wheel throwing and glaze application. 2-2-3\*

### **ART 1111C INTERMEDIATE CERAMICS (May be repeated one time)**

(Prerequisite: ART 1110C) This course is a continuation of the ceramics unit introduced in ART 1110C. Kiln stacking and firing are required and glaze formulation is continued on an individual basis. 2-3-2\*

### **ART 1155C ENAMELING AND JEWELRY**

Practical methods of handmade jewelry, historical and contemporary approaches to design and technical skills are pursued. Basic techniques include soldering, annealing, pickling, filing, drilling, bezeling, polishing and buffing, inlay, enameling and casting. 1-3-2\*

### **ART 1201C DESIGN FUNDAMENTALS (Basic Core Course)**

The visual principles and elements are explored, primarily in two-dimensional relationships. This is a basic course in design where the student develops a familiarity with the vocabulary of art and a technical skill in handling the tools of art. 2-2-3\*

### **ART 1202C COLOR DESIGN**

(Prerequisites: ART 1201C and ART 1300C) This course further explores the visual elements and principles of composition with emphasis on color theory and the use of color in design. Light is also considered. 2-2-3\*

### **ART 1203C THREE-DIMENSIONAL DESIGN**

(Prerequisites: ART 1201C) This is an introductory course in three-dimensional visual experiences. Emphasis is on observing and considering reality using the principles of design and visual elements. Technical skills are developed in reference to sculptural medias. 2-2-3\*

### **ART 1230C ADVERTISING DESIGN I**

(Prerequisites: ART 1201C and ART 1300C) Layout forms the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course is an introduction to graphic design using the visual elements and principles of design in an orderly progression. 2-2-3\*

### **ART 1280C LETTERING (May be repeated one time)**

This course covers lettering with various media. Techniques, supplies and equipment will be discussed. 1-3-2\*

### **ART 1300C DRAWING FUNDAMENTALS (Basic Core Course)**

This is an introductory course in drawing, using design principles in reference to the three-dimensional visual experience. Emphasis is on vision and its relationship to the two-dimensional surface. Technical skills are developed through a variety of graphic media. The use and purpose of various illusions, including linear perspective, are explored preparatory to expressive drawing and compositions. 2-2-3\*

### **ART 1301C INTERMEDIATE DRAWING**

(Prerequisites: ART 1201C and ART 1300C) This is a continuation of Drawing I, differing in content only in the use of subject matter and including study of the human figure. 2-2-3\*

\*Lecture-Lab-Credit Hours

\*\*This course meets State Board of Education Rule 6A-10.30, Writing Skills.

**ART 1305C FREEHAND PERSPECTIVE DRAWING**

(Prerequisite: ARC 1120C) This course emphasizes the development of the drawing skills necessary for effective freehand visual communication in the fields of Architecture, Interior Design, Drafting, and related areas. Linear and aerial perspective, scale, proportion, shades and shadows, interior and exterior rendering, and geometric forms as related to mechanical design will be covered. 2-2-3\*

**ART 1949 CO-OP: ASSIGNMENT IN ART I**

Co-op Education in Art is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job art assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**ART 2130C FIBERS AND FABRICS**

A creative approach to fabrics and fibers with the major emphasis on weaving techniques. Students will incorporate their own designs into the various fiber forms using both hand and floor looms. 1-4-3\*

**ART 2231C ADVERTISING DESIGN II**

(Prerequisite: ART 1230C) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 2-2-3\*

**ART 2232C ADVERTISING DESIGN III**

(Prerequisite: ART 2231C) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals, and the student's production becomes the basis for his portfolio. 2-2-3\*

**ART 2302C LIFE DRAWING**

(Prerequisite: ART 1301C) This is an advanced drawing class with continued development from Drawing I and II. Emphasis is on composition and imagery. 2-2-3\*

**ART 2400C INTRODUCTION TO PRINTMAKING**

(Prerequisites: ART 1201C and ART 1300C) This course is an introduction to a wide range of printmaking techniques and methodologies. Simple examples in various approaches such as serigraphy, etching, woodcuts and lithography are explored, as well as the use of presses. 2-2-3\*

**ART 2401C PRINTMAKING (May be repeated one time)**

(Prerequisite: ART 2400C) This is a printmaking course with an emphasis on image making as it relates to a desired printing process. 2-2-3\*

**ART 2510C INTRODUCTION TO PAINTING**

(Prerequisites: ART 1201C and ART 1300C) This course explores the fundamental techniques of painting in water color and acrylic or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 2-2-3\*

**ART 2520C PAINTING COMPOSITION (May be repeated one time)**

(Prerequisite: ART 2510C) This course explores the fundamental techniques of painting in water color, and acrylic or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 2-2-3\*

**ART 2521C FIGURE PAINTING (May be repeated one time)**

(Prerequisites: ART 1301C, ART 2510C) This course explores the use of the figure as a subject in painting. A sensitive understanding of expression through composition is sought and sound technical procedures are emphasized. 2-2-3\*

**ART 2551C AIR BRUSH (May be repeated one time)**

(Co- and/or prerequisites: ART 1202C, ART 1230C, ART 1300C) This course is an introduction to air brush. Student will work with applied techniques in the use of the air brush. It includes masking and overlay, color mixing, care of the air brush and assorted materials. 2-2-3\*

**ART 2701C SCULPTURE (may be repeated one time)**

(Prerequisite: ART 1203C) The exploration of three-dimensional, aesthetic expression. Technical skills are developed in reference to sculpture media. Additive

and subtractive procedures, mold-making and casting are explored. 2-2-3\*

**ART 2949 CO-OP: ASSIGNMENT IN ART II**

This course is a continuation of ART 1949. 1-10-3\*

**ASC 1101 AERO-NAVIGATION**

An introduction to the fundamental types of navigation — piloting, dead reckoning, radio and celestial — with emphasis on the first two. Thorough study and use of serial charts, computer plotters and navigational procedures are provided. 3-0-3\*

**ASC 1210 AERO-METEOROLOGY**

The purpose of this course is to familiarize the pilot with the fundamentals of weather, its hazards, and available services. 3-0-3\*

**ASC 1310 AERO-SAFETY AND REGULATIONS**

This course will provide an in-depth study of Federal Aviation Regulations and procedures that are necessary to the operation of aircraft by all pilots of aircraft up through ATP rating. A portion of the time will be spent in analyzing aircraft performances as it relates to regulations and safe operating procedures. 2-0-2\*

**ASC 1640 PROPULSION SYSTEMS**

An investigation into the theory of engines and the related equipment, engine construction, engine operating procedures. Performance diagnosis and principles of safe engine operation in flight are emphasized. 3-0-3\*

**ASC 2550 AERODYNAMICS**

A study of physical principles involved in flight. The theory of airflow, airfoils, and the production of lift and drag are studied and applied to airplane performance, stability, and control. Special attention is given to high-speed and hovering flight. Emphasis is on the understanding of concepts with little attention to mathematical analysis. 3-0-3\*

**ASN 2000 RUSSIAN/SOVIET STUDIES**

This course provides for the comprehensive study of the development of the modern Soviet State through the history, culture and government of Russia. The course also traces the movement and development of Russian communism, including political theories and practices, social implication, the conduct of foreign affairs and associated programs and techniques in current world affairs. 3-0-3\*

## **AST 1002 DESCRIPTIVE ASTRONOMY**

This is an introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of astronomy, nebulae, galactic structure. Lectures, discussion and observations. 3-0-3\*

## **ATF 1100 FLIGHT - PRIVATE**

FAA Private Pilot's license requires 20 hours of dual flight instruction and 20 hours of solo flight to successfully pass the FAA approved ground and flight school. The student is given examinations in both flight and ground subjects by the FAA. Three semester hours credit.

## **ATF 1600 BASIC INSTRUMENT FLIGHT SIMULATOR LABORATORY**

Fifteen class hours are required for FAA credit. This course consists of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques. One semester hour credit.

## **ATF 2200 FLIGHT - COMMERCIAL**

FAA Commercial Pilot's license requires 250 hours of flight time, 50 hours of dual flight instruction, and balance solo flight time. Several flight hours may be saved by attending a FAA approved ground and flight school. The student is given examinations in both flight and ground subjects by the F.A.A. Three semester hours credit.

## **ATF 2300 FLIGHT - INSTRUMENT**

For an instrument rating, the FAA requires at least 200 hours of pilot flying time, plus 20 hours of instrument instruction, and 20 hours of pilot instrument time, with appropriate ground school. FAA Flight and Ground examinations must be passed. Three semester hours credit.

## **ATF 2605 BASIC INSTRUMENT FLIGHT ADVANCED SIMULATOR LABORATORY**

Fifteen class hours required for FAA credit. This is a continuation of skill developed simulator flight with emphasis on introduction to navigation systems and problems. One semester hour credit.

## **ATF 2610 ADVANCED INSTRUMENT FLIGHT SIMULATOR LABORATORY**

Twenty class hours required for FAA credit. Advanced simulator laboratory is

designed to get the student proficient in all forms of cross-country IFR and approach IFR flight. Fifteen hours is creditable toward FAA flight instruction flight time requirements. One semester hour credit.

The courses ATF 1600, ATF 2605, and ATF 2610 require division chairperson or course instructor approval prior to registration.

## **ATF 2691 INSTRUMENT REFRESHER SIMULATOR LABORATORY**

This course is a specialized modular course designed to cover simulator instruction for experienced pilots on an individual needs basis: Course work will consist of three-hour simulator modules designed to improve pilot proficiency in handling instrument flight problems and meeting FAA instrument currency requirements. Course requires instructor approval and is offered on demand. Completion of five modules will earn one semester hour credit.

## **ATT 1100 PRIVATE PILOT GROUND SCHOOL**

This course is a study of all the theory of flight, navigation, meteorology, aircraft performance and regulations required to prepare for the FAA Private Pilot written examination. 3-3-3\*

## **ATT 2120 INSTRUMENT GROUND SCHOOL**

(Prerequisite: ATT 1100) This is a continuation of Commercial/Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. It prepares student for the FAA instrument examination. 3-0-3\*

## **AVM 2010 AEROSPACE AND AIR TRAVEL**

(Prerequisite: ATT 1100) This is a study of the movement of passengers, air freight and the operation of airlines. Such problems as financing, personnel, training, procurement of equipment, public relations, and other problems related to air carriers and contractors are studied. 3-0-3\*

## **Aviation Technology Flight**

**NOTE:** All students enrolling in the Commercial Pilot Technician A.S. Degree program at Palm Beach Community College must follow these procedures to review credits for flight courses required to complete the A.S. Degree.

1. All flight time must be logged and certified by an appropriate FAA cer-

tified flight instructor for the rating which credit is being sought.

2. Minimum flight time requirements for part 61 or part 141 FAR's must be met.
3. All written examinations required for the rating sought must be passed with at least a minimum grade as specified by the FAA.
4. Written proof of passing the required FAA check ride must be submitted to the instructor or division chairperson before credit may be granted for the following courses:
5. Proof of passing the appropriate FAA written examination with a mark of 85% or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the instructor or department chairperson. ATT 1100 and ATT 2120.

To qualify for reduced flight time requirements under part 141, the student must take flight training from an approved flight school and ground training from an approved ground school.

The instructor or department chairperson will provide a list of currently approved flight schools for the student to select and the college-offered courses will serve to meet the 141 ground school requirements.

## **BAN 1004 PRINCIPLES OF BANKING**

This course covers the economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. 3-0-3\*

## **BAN 1005 CONTEMPORARY ISSUES IN BANKING**

This course is to identify topics and issues which bankers must be prepared to address and discuss the quest for solution and responses. Designed for the student or analyst in the banking system who wants to update his/her knowledge by addressing the topics and issues of commercial banking. 3-0-3\*

**BAN 1014 LOAN AND DISCOUNT**

This course aims to make sense of two types of commercial documents: promissory and secured notes. This course begins with the basics of the promissory note and builds on this foundation with the more complex concepts and principles of secured transactions. 1-0-1\*

**BAN 1112 SAFE DEPOSITS**

The rules and procedures of safe deposits, good customer relations and the interrelationship of the two are covered in this course. Specific topics addressed are: safe deposit security, legal concerns access, insurance, contracts, power of attorney, record keeping, and customer relations. 1-0-1\*

**BAN 1114 DEPOSIT OPERATIONS**

This course provides an overview of the U.S. payments system, banking law and regulation, and current industry practices. It examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the interbank EFT systems. 3-0-3\*

**BAN 1120 CONCEPTS OF DATA PROCESSING**

A brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), cooperative data processing services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basic, a bank application (installment credit system), other bank systems, bank information systems. 2-0-2\*

**BAN 1141 TELLER TRAINING: BASICS**

This course provides the basic skills that tellers need in today's banking industry. The program is divided into seven content modules, each devoted to a specific area of basic teller training. 2-0-2\*

**BAN 1142 PROFESSIONAL TELLER TRAINING**

Three modules comprise this course: (1) An orientation to banking; (2) Teller operations; and (3) Security. It is designed to provide new tellers with basic skills and information they need to perform their jobs effectively. 1-0-1\*

**BAN 1161 CORPORATE SECURITIES**

This course provides a broad understanding of corporate securities processing and administration. It includes an

overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities that issue securities. 3-0-3\*

**BAN 1207 PROBLEM LOANS**

Using a "do it right the first time" case study approach, Problem Loans previews the primary causes of such loans, warning signals of problem loans, and shows you how to minimize losses should a problem slip through the bank's prevention program anyway. 1-0-1\*

**BAN 1211 STATEMENT ANALYSIS**

This popular new revision teaches some of the basic concepts and skills of statement analysis. It lends itself more to a "how to" hands-on approach for immediate use within the job function. It is not as detailed nor as theoretical as the Analyzing Financial Statements course. The revision incorporates the two previous offerings of Statement/Funds Flow Analysis under one umbrella program. 3-0-3\*

**BAN 1212 FUNDAMENTALS OF ANALYZING FINANCIAL STATEMENTS**

This seminar is for personnel who need a basic understanding of financial statements and their use in a bank. It shows how financial statements are used in analyzing the lending situation and making the loan decision. It is not designed to replace the Analyzing Financial Statements course. It may also serve as a review and refresher course for some participants. 2-0-2\*

**BAN 1240 CONSUMER LENDING**

Consumer lending is a revision of the popular Installment Credit course. Designed to provide an overview of the consumer credit operation, this course examines the role of consumer credit in overall banking operations. Not a "how to" training program, it offers an improved understanding of the consumer credit function within a bank. 3-0-3\*

**BAN 1241 BANK CARDS**

This course presents an overview of the bank card industry with the dual objectives of helping the student understand the role of the bank card in the economy, as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions is emphasized. Topics covered are the types of credit cards in use and their functions and histories; the cardholder's profile, attitudes, and behavior; and

credit-card operations — marketing, authorization, customer service, cost analysis and control, collection policies and procedures and security and fraud. This course also discusses the evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. 3-0-3\*

**BAN 1254 REAL ESTATE DOCUMENTATION**

Concentrating on lending practices for one-to-four family residence, this course takes the student through all the essential underwriting processes and provides information on consumer compliance regulations. It is particularly useful for dealing with the rapid growth of the secondary mortgage market, which requires bankers to be especially knowledgeable about standards and documents. 1-0-1\*

**BAN 1402 ESSENTIALS OF ESTATE PLANNING**

This course will give an overview of the estate planning process including six basic elements of the estate planning process: Developing the pertinent facts, identifying problems in existing plans, formulating a tentative plan consistent with the present situation, testing the plan, implementing the plan, and periodic review of the plan. 1-0-1\*

**BAN 1412 FINANCIAL PLANNING**

Financial planning is the process by which a coordinated plan is developed to achieve a person's specific financial objectives. This course will give students a general appreciation of the financial planning process and its applications. The course will prepare students for financial decisions at home and at work. 3-0-3\*

**BAN 1421 QUALITY CUSTOMER SERVICE**

This program emphasizes the development of better communication skills to benefit student, customers, and the bank. Effective ways of establishing contact, exploring customer needs, defining and resolving problems, and closing the encounter are included. 1-0-1\*

**BAN 1423 CUSTOMER SERVICE**

This training program provides newly hired and more experienced customer contact personnel with the opportunity to further develop their communications skills so they can better serve their customers' financial and personal needs, help their bank compete profitably, and experience greater job satisfaction. 1-0-1\*

**BAN 1425 SELLING BANK SERVICES**

This course is especially designed to teach sales techniques to customer contact personnel that will result in new business for the bank and encourage present customers to broaden the range of bank services they use. Emphasis is on identifying customer needs for bank transaction or form conversation with the customer, and suggesting the appropriate service to the customer. 1-0-1\*

**BAN 1500 ECONOMICS FOR BANKERS**

This economics course provides bankers with an introduction to the fundamental principles of economics. Special emphasis is placed on topics of importance to bankers. The text covers the basics of economic theory and examples of the application of economics to banking. 3-0-3\*

**BAN 1501 MONEY AND BANKING**

This course discusses financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates, and liquidity. Federal Reserve policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. 3-0-3\*

**BAN 1531 INTRODUCTION TO SUPERVISION**

This course is designed to prepare participants for the supervisory role. Four modules form the basis for a 12-to-15 hour program designed for maximum scheduling flexibility. Activities such as case studies, role playing and discussion allow participants to practice skills as they learn. 1-0-1\*

**BAN 1603 WRITTEN COMMUNICATIONS**

Utilizing a "thought pattern development" approach, this course addresses the logical organization and writing of letters and reports. Orienting the letter or report to the purpose and recipient is emphasized as a means of getting results from written communications. 1-0-1\*

**BAN 1604 ORAL COMMUNICATIONS**

This course addresses identification and analysis of the message and the respon-

dent, and focuses on personal communications trouble-spots. Using cross-evaluation and peer reaction, emphasis is on both the goal of the communication and the reaction of the listener. 1-0-1\*

**BAN 1742 BANK MANAGEMENT**

This course presents a discussion of bank financial statements, an overview of asset liability management and a thorough discussion of deposit functions, lending, short-term funds management and capital management. 3-0-3\*

**BAN 2135 BANK ACCOUNTING**

(Prerequisite: ACG 2001) Banks need personnel who are capable of analyzing, interpreting, and using financial data in a variety of formats. Bank Accounting teaches bank accounting principles and applies them to typical bank financial statements. The text discusses aspects unique to bank accounting, including various statement categories and their impact upon each other. Numerous examples and illustrations, including a recommended chart of accounts and formulas for financial ratios, are placed strategically through the text. 3-0-3\*

**BAN 2143 BANK FRAUD**

This course covers white-collar crime, credit cards, use of I.D., robbery, bomb threat and kidnap hostage. 1-0-1\*

**BAN 2155 INTERNATIONAL BANKING**

This course presents an overview of one of the fastest growing areas of commercial banking. It covers the fundamentals of international banking: how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, international lending, and how money is changed from one currency to another. 3-0-3\*

**BAN 2156 LETTERS OF CREDIT**

This program provides training in the general background and use of letters of credit, the basic operations of letters of credit, and the detailed examination of related documents. Use of the new incoterms, upgraded letters of credit forms and a module of issuance. Advising and transfer are among the features of this program. 2-0-2\*

**BAN 2210 ANALYZING FINANCIAL STATEMENTS**

This course explains and interprets the basic elements of financial statement and

the tools of analysis. It also considers such special problems as what to do for the customer who wants to borrow money. Requires no accounting or credit training. Case studies, exercises, and sample statements provide ample opportunity for practice. 3-0-3\*

**BAN 2215 CONSUMER CREDIT ANALYSIS**

Consumer credit analysis gives an in-depth understanding of legal and regulatory issues; credit application, investigation, and scoring fundamentals; credit decision considerations; and loan interviewing, documentation, closing, and review. 3-0-3\*

**BAN 2221 LOAN OFFICER DEVELOPMENT**

Focusing on people-skills and problem-solving, this well-received program offers comprehensive training in the subjective skills and judgment-forming abilities needed throughout the lending process, such as interviewing, listening and remembering, decision-making under conditions of uncertainty and time-pressure, persuasion and negotiation, and supporting conclusions and recommendations with sound evidence and reasoning. 3-0-3\*

**BAN 2222 COLLECTORS TRAINING PROGRAM**

The new, successful approach to bank collection is the financial counseling method. It uses human relations as a means to collect delinquent loans while aiding the banker in complying with the Fair Debt Collection Practice Act. Designed for collectors, consumer lenders and branch personnel. 1-0-1\*

**BAN 2231 COMMERCIAL LENDING**

This course provides an overview of the commercial lending function. It is targeted to management trainees and junior management, and is divided into four sections: commercial lending overview, the lending process, portfolio management, and regulation and business development. Some specific topics are: the commercial loan customer, types of commercial loans, the loan decision process, information gathering, analysis, cost analysis, control and profitability, and the regulatory and legal environment. 3-0-3\*

**BAN 2252 REAL ESTATE FINANCE**

Mortgage credit operations of commercial banks are becoming more prominent as bankers seek to improve their competitive position on all fronts. Real Estate Finance addresses the manner in which

funds are channeled into mortgage markets, the financing of residential and income-producing property, and administrative tasks common to most mortgage departments. 3-0-3\*

#### **BAN 2253 RESIDENTIAL MORTGAGE LENDING**

Making the right residential mortgage underwriting decision requires the ability to logically evaluate both the borrower and the property in question. This course imparts the basic information needed to make the right decision. 2-0-2\*

#### **BAN 2400 THE TRUST BUSINESS**

This course covers property and property rights, wills, settlement of estates, responsibilities and executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts, and agencies; history of trust services, historical background of trust institutions. 3-0-3\*

#### **BAN 2403 TRUST INVESTMENTS**

This course examines how the securities business works and broadens the students' knowledge of the investment services offered by their trust department. 3-0-3\*

#### **BAN 2405 TRUST OPERATIONS**

This course discusses the concepts and ideas that comprise the various trust functions and translates them into workable procedures. Although Trust Operations does not address itself to teaching skills that are unique to a trust function, it does provide a basic frame of reference from which those skills can be learned. The course focuses primarily on the development of the knowledge and attitudes that are required to perform specific tasks. Several examples and illustrations are used throughout the presentation to reinforce the concepts presented. Accounting principles and task-oriented procedures are also included. 3-0-3

#### **BAN 2511 MARKETING FOR BANKERS**

This course covers the functional structure of bank public relations and marketing, staff selection, training, and

performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. 3-0-3\*

#### **BAN 2532 SUPERVISORY TRAINING**

The goal of this sophisticated course is to transmit managerial skills and concepts to first-line supervisors by integrating sound managerial concepts with practical experience. Application of managerial skills to the job situation of the new supervisor is emphasized. 2-0-2\*

#### **BAN 2741 MANAGEMENT FUNDAMENTALS**

Management Fundamentals introduces students to the skills and techniques that all managers need, whether they work in banking or in other types of businesses. The text focuses on the basic management function of planning, organizing, staffing, leading, and controlling, and it discusses a variety of management theories and approaches. Designed for management trainees and new to mid-level managers. 3-0-3\*

#### **BAN 2746 BANK CONTROL AND AUDIT**

Designed for non-auditors, the course attempts to establish a basic frame of reference from which the student can develop a deeper appreciation for the role, duties, and responsibilities of the auditor. The student will develop an awareness of the basic dynamics of the auditing function; understand the needs for control and learn how to evaluate these controls. The course provides insight into the "whys" of the audit process and is not intended to make an audit expert of the participant. 2-0-2\*

#### **BAN 2750 COMPLIANCE MANAGEMENT**

Compliance Management takes bank personnel through the steps leading to an effective compliance program. The material provides guidelines for determining how the compliance function fits with the overall bank structure. It also covers the responsibilities of a compliance officer, explains how to implement a valid program and discusses ways to monitor and audit that program for continued efficiency. 1-0-1\*

#### **BAN 2761 RETAIL MANAGEMENT SERIES**

(Prerequisite: Accounting I or equivalent.) This course is designed for new managers in retail banks and those preparing for future management responsibilities in retail banks. The course consists of three modules: (1) Retail Management; (2) Sales Management; (3) Financial Performance of Banks. Topics covered include: communications; performance appraisal; time management; selling techniques; measurement, tracking, and reward; analyzing financial performance; and providing for loan losses. 3-0-3\*

#### **BAN 2782 BANK INVESTMENTS**

The economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety consideration, tax and related considerations, investment policies. 3-0-3\*

#### **BAN 2800 LAW AND BANKING: PRINCIPLES**

This course provides an overview of the legal aspects of banking. It is designed to equip the student with a nontechnical, clear understanding of all aspects of the legal system that directly affect banks. Topics covered include: the court systems and civil procedures, consumer protection, negotiable instruments, secured transactions, property, documents of title, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, legal aspects of bank transactions. 3-0-3\*

#### **BAN 2801 LAW AND BANKING: APPLICATIONS**

This course is an introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Law and Banking: Applications also discusses check losses and a broad range of legal issues related to processing checks.

The material on secured transactions contains up-to-date summaries of the laws related to collateral, perfection and default. Interesting case studies are used to illustrate important legal points related to banking practices. 3-0-3\*

#### **BAN 2812 CONSUMER COMPLIANCE**

(Prerequisite: BAN 1004) This course

provides an updated overview of the major federal regulations affecting the compliance area. It is divided into four modules that focus on the basic requirements of the major consumer credit/civil rights laws and regulations, and policies and procedures that can help avoid common violations. Updated case studies offer practical experience in identifying and avoiding compliance violations. 1-0-1\*

#### **BCN 1210 BUILDING CONSTRUCTION MATERIALS**

(Co-requisite: BCN 2253C) Sources, properties, and uses of construction materials. 3-0-3\*

#### **BCN 1272 PLANS INTERPRETATION**

A course designed to develop the student's ability to read and interpret working drawings and specifications as used in the construction industry. 3-0-3\*

#### **BCN 1616 ADVANCED CONSTRUCTION ESTIMATING**

An analysis and determination of building construction costs. It commences with the classification of materials, labor, and sub-contracted work into the smallest manageable units. Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings. Includes indirect and overhead costs, the preparation of bid proposals and related documents. 3-0-3\*

#### **BCN 1740 CONSTRUCTION LAW**

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and subcontractor, materialmen and mechanics lien law; bonds; labor law; OSHA; Workmans Compensation; taxes; and other statutes and ordinances regulating contractors. 3-0-3\*

#### **BCN 1750 CONSTRUCTION FINANCE**

A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provision, cost extras, performance and bid bonds, company profits, cash flow, business loans, and insurance. 3-0-3\*

#### **BCN 2220 CONSTRUCTION MATERIALS AND METHODS**

Designed primarily for the student with some work experience in the construc-

tion industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in South Florida. 3-0-3\*

#### **BCN 2253C ARCHITECTURAL DRAFTING**

(Prerequisite: ETD 1110 or equivalent; co-requisite: BCN 1210) Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. 1-5-3\*

#### **BCN 2712 CONSTRUCTION SUPERVISION PROCEDURE**

This course examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. It includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership, and incentive as encountered in building construction. 3-0-3\*

#### **BCN 2941 BUILDING CONSTRUCTION EXPERIENCE**

Credit will be given to a person who can document four years of bona fide experience toward journeyman level tradesmanship. 4-0-4\*

#### **BOT 1010 GENERAL BOTANY I**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010L) An introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topics will include cytology, morphology, anatomy, physiology, and economic importance of plants. 3-0-3\*

#### **BOT 1010L GENERAL BOTANY I LABORATORY**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010) The laboratory exercises will correlate with the topics of the lecture. 0-2-1\*

#### **BOT 1153 BOTANY II**

(Prerequisite: BOT 1010 and BOT 1010L) A detailed study of the vascular plants with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of vascular plant morphology and anatomy will be stressed in the laboratory. Field work will include ecological studies and preparation of a plant collection. 3-0-3\*

#### **BOT 1153L BOTANY II LABORATORY**

(Prerequisite: BOT 1010; co-requisite: BOT 1153) The laboratory exercises will correlate with the topics of the lecture. 0-3-1\*

#### **BRC 1949 CO-OP: BANKING I**

This is a coordinated work-study course which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job banking assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **BRC 2949 CO-OP: BANKING II**

This course is a continuation of BRC 1949. 1-10-3\*

#### **BSC 1010 PRINCIPLES OF BIOLOGY**

An introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and biochemistry, genetic theory, evolutionary principles, and ecological problems. Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. 3-0-3\*

#### **BSC 1010L PRINCIPLES OF BIOLOGY LABORATORY**

(Prerequisite or co-requisite: BSC 1010) Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. 0-2-1\*

#### **BUL 2111 BUSINESS LAW I**

An introductory course covering the fundamental concepts of law in our society and in the business environment. Topics included are: State and Federal court systems, common and statutory law, administrative procedures, and constitutional law. Emphasis will be on the study of torts, contracts, bailments, and sales (warranties and liabilities). 3-0-3\*

#### **BUL 2112 BUSINESS LAW II**

This course is a continuation of BUL 2111 and includes a study of negotiable instruments (checks, drafts, and notes), principal and agent, business associations (including proprietorships, partnerships, and corporations), debtor-creditor relationships, and real and personal property. 3-0-3\*

**CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE**

An overview of the total system of the administration of justice provided with emphasis on due process, justice and the Constitutional guarantees and the civil rights of citizens and prisoners at various levels. 3-0-3\*

**CCJ 1400 POLICE ADMINISTRATION I**

This course stresses the administrative activity of a modern police department. Special attention is given to administration, records auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. 3-0-3\*

**CCJ 1401 POLICE ADMINISTRATION II**

The concern in this course is with the efficient operations of a modern police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3-0-3\*

**CCJ 2210 CRIMINAL LAW**

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3\*

**CCJ 2230 LAWS OF EVIDENCE**

This course is oriented toward kinds of evidence and rules governing the admissibility of evidence to court and is a continuation of the study of the criminal justice system in the United States. Emphasis is also given to Florida laws of evidence and their application to proper law enforcement. 3-0-3\*

**CCJ 2231 LAW OF ARREST, SEARCH, AND SEIZURE**

This course covers the peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requirements of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights to suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search and hold for evidence or confiscate property. 3-0-3\*

**CCJ 2310 ORGANIZATION & ADMINISTRATION OF CORRECTIONAL FACILITIES**

The organizations of various institutions

are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed. This course includes planning programs for specialized behavioral problems among inmates. 3-0-3\*

**CCJ 2330 PRINCIPLES OF PROBATION AND PAROLE**

The procedures associated with community-based treatment programs before and after incarceration will be examined in detail. Sentencing patterns, problems, and procedures along with the administrative policies will be emphasized so that a more thorough understanding of the process will be acquired. Proper procedures in the supervision of probationers and parolees with a major impact on individual treatment and counseling methods in order to ensure maximum societal gains will also be explored. 3-0-3\*

**CCJ 2500 JUVENILE DELINQUENCY**

An introduction to the causes and treatment of juvenile delinquency. The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. 3-0-3\*

**CCJ 2940 INTERN CRIMINAL JUSTICE**

(Prerequisite: Sophomore students or others, as determined at the discretion of the program manager, based upon course work or experience) This course examines in detail the functions and operations of local criminal justice agencies. Placements are available with police, courts, and correctional agencies. Students electing the police concentration will observe individuals involved in the criminal justice system and related security programs whose missions are to reduce crime, protect and secure the citizenry, and provide security and loss prevention. Students will experience and observe activities at various local agencies, to include functions of law enforcement, detention, security and loss prevention, administrative and court procedures.

Students electing the court concentration will have field experiences with the juvenile or adult court systems in Palm Beach County. Experiences may be either with

the prosecution or defense and will include court procedures and practices as well as relationships with other criminal justice agencies.

Students electing the corrections concentration will examine in detail the criminal justice system and/or community-based programs before, during, and after incarceration of either juvenile or adult offenders. Students observe individuals involved in intensive, reality-oriented, responsibility-bound treatment programs geared toward helping offenders lead more socially acceptable and responsible lives. Students will experience and observe activities at various treatment centers, detailed functions of both Intake Process and Probation, Aftercare Procedures, Juvenile and/or Adult Court. Students will be assigned to different agencies for on-the-job experiences with supervisors. Participants will be assigned, supervised and evaluated by the instructor and agency personnel. 1-9-4\*

**CET 1123C MICROPROCESSORS**

(Prerequisite: CET 2112C or permission of instructor) The microprocessor is rapidly taking over many of the functions previously done exclusively by the "hard wired logic" methods dealt with in the prerequisite course CET 2112C. This course deals with how microprocessor chips can be lined with appropriate peripheral IC's to accomplish any logic function from simple AND, OR, logic to the complexities of the general purpose digital computer. Emphasis will be on the use of the microprocessor as a controller, rather than as a data processor. Topics covered include: the logic of the microprocessor chip, bussing, memory, programming, interfacing, A/D and D/A conversion, and device communications. The 8080 microprocessor trainers are provided in the lab. Students get hands-on experience programming and interfacing to actual equipment. 3-2-4\*

**CET 1143C MICROPROCESSOR APPLICATIONS**

(Prerequisites: CET 1123C and CET 2112C) The emphasis of the course is on microprocessor applications in the industrial environment. Topics covered include stepper motor and servo motor control; transducer sensing with feedback control of a process; serial, parallel, IEEE 488 interfacing; and assembly language programming. Z-80 microprocessor boards with a varied selection of interfacing boards are available for laboratory projects. 3-0-3\*

**CET 2112C LOGIC CIRCUITS**

There are no prerequisites; however, a

knowledge of basic DC theory would be helpful. This course is a study of digital devices and systems included in SSI and MSI technology. Topics covered include number system; binary arithmetic; Boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, or, NOT, NAND, and NOR gates and FF's; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory. 3-2-4\*

### **CGS 1060 PC STARTER**

This course introduces the computer novice to the Personal Computer (PC). The objective is to familiarize students with the keyboard, disks, printers, DOS, and the major application software packages. A number of practical problems are solved during hands-on laboratory sessions. 1-0-1\*

### **CGS 1361 INTRODUCTION TO COMPUTERS**

This course is an introduction to data processing concepts. Topics include basic computer theory, file storage media, input-output devices, data processing terminology, software concepts, flow-charting, number systems, historic development of data processing, word processing, spreadsheets, database, and an introduction to programming using the BASIC language. 3-0-3\*

### **CGS 1470 COMPUTER DRAFTING**

(Prerequisite: EGS 1111 or equal) This course introduces students to the concepts and use of computer-aided drafting systems as found in Engineering Design and Drafting Technology. A rapidly growing high-technology, CAD will open up many innovations and possibilities to design drafting. Hands-on experience with the VERSICAD is the major part of the course. 1-3-2\*

### **CGS 1510 LOTUS 1-2-3**

An introductory course in the use of a popular spreadsheet, LOTUS 1-2-3, on an IBM or IBM-compatible microcomputer. This course presents the basics of developing spreadsheets and reviews some applications for this valuable analytical tool. This is the first in a series of courses dealing with electronic spreadsheets. 1-0-1\*

### **CGS 1511 LOTUS 1-2-3 INTERMEDIATE**

A second course in the use of the popular spreadsheet LOTUS 1-2-3 operable on

an IBM Personal Computer or IBM-compatible Personal Computer. This course expands on the concepts developed in the first course, CGS 1510, and develops the use of LOTUS functions, graphs, and uses MACROS as an aid in creating recursive applications. 1-0-1\*

### **CGS 1512 LOTUS MACROS**

(Prerequisite: CGS 1511 or permission of instructor) This is the third course in the spreadsheet sequence. In this course, the student learns to use the LOTUS 1-2-3 MACRO LANGUAGE to customize and automate spreadsheet applications. 1-0-1\*

### **CGS 1540 dBASE I (Beginning)**

This is the first course in a three-course sequence. Students are introduced to data base concepts and capabilities using the menu-driven facility of dBASE. A number of practical data base applications are created and manipulated using interface of dBASE. 1-0-1\*

### **CGS 1541 dBASE II (Intermediate)**

(Prerequisite/co-requisite: Completion of CGS 1540 or proficiency in using the ASSIST facility) This is the second course in a three-course sequence. Students are introduced to the use of dBASE commands directly. Students will develop a working capability with dot commands and command files. 1-0-1\*

### **CGS 1542 dBASE III PLUS PROGRAMMING**

This is the third course in the dBASE sequence. Students are introduced to dBASE programming. Students will develop a menu-driven system containing a number of options which solve typical business applications. 1-0-1\*

### **CGS 1560 PC DOS**

(Prerequisite/co-requisite: CGS 1060 or CGS 1361 or equivalent computer experience) This course covers the major PC DOS commands, the use of batch files, the use of EDLIN, installation of application software, and hard disk file management. 1-0-1\*

### **CGS 2104 MICROCOMPUTER OPERATIONS — ACCOUNTING**

(Prerequisites: ACG 2011 and CGS 1510 or permission of instructor) An overview of microcomputer accounting applications. A general accounting program is used to complete the accounting cycle for different types of businesses. LOTUS 1-2-3 is used to develop spreadsheet analyses. 3-0-3\*

### **CGS 2472 ADVANCED COMPUTER DRAFTING**

(Prerequisite: CGS 1470 or equivalent experience) This is a continuation of the concepts and principles of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical). In addition to advanced software for the CAD-apple 2D system, the students will learn VERSICAD and AUTOCAD. 1-5-3\*

### **CHD 1110 INFANTS/TODDLERS**

This course, which is designed for the prospective caregiver of infants and toddlers, will successfully prepare the student for group care in center-based settings, for family-based day care, or for home care of children. 3-0-3\*

### **CHD 1220 CHILD DEVELOPMENT, INFANCY/PRE-SCHOOL**

This course explores parenting in relation to fulfilling children's needs, child development and growth of the infant and preschool child. It covers emotional, intellectual, physical and social development, stages of childhood, communication process between adult and child, guidance approaches, health and safety, family structures, issues affecting the child and family and community resources which provide parent education, family and children services, and other related resources. 3-0-3\*

### **CHD 1320 METHODS AND MATERIALS I**

This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials for art, music, sensorial and language, and in methods of presentation in order to guide children in the proper use of these materials. 3-0-3\*

### **CHD 1338 METHODS AND MATERIALS II**

This is a continuation of CHD 1320 and covers the subject areas of mathematics, science, daily living, social studies, dramatic play, and computers. 3-0-3\*

### **CHD 1440 EARLY CHILDHOOD EDUCATION PRACTICUM I**

(Co- and/or prerequisites: EEC 1001, CHD 1220, CHD 1320) This course is focused on introducing the student to the classroom responsibilities by requiring them to plan, implement, and evaluate learning activities; supervising children's behavior; and plan a week's unit of activities; additional assignments are decided

on by the student and supervising teacher to suit the needs and skills of the student. 0-9-3\*

#### **CHD 1441 EARLY CHILDHOOD EDUCATION PRACTICUM II**

This course is a continuation of CHD 1440. The student is still working in the classroom planning activities and supervising children; in addition, emphasis is placed on the administrative responsibilities of operating a child-care program; i.e., staff meeting, personnel records, staff evaluation, etc. 0-9-3\*

#### **CHD 1561 CHILD DEVELOPMENT ASSOCIATE - PORTFOLIO BUILDING I**

This is a coordinated program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. 1-10-3\*

#### **CHD 1562 CHILD DEVELOPMENT ASSOCIATE - PORTFOLIO BUILDING II**

This is a coordinated program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the last six functional areas in their objectives. A portfolio will be developed for each area. 1-10-3\*

#### **CHD 1949 CO-OP: EARLY CHILDHOOD EDUCATION I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor, according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. 1-10-3\*

#### **CHD 2227 MANAGING CHILDREN'S BEHAVIOR**

This course will move from an overview of Child Development and Behavior Management to the focused application of current methods. Specific discipline techniques that are supportive of the emerging self-concept of the child will be examined. Care-takers — parents and child care workers — will develop behavior management skills to meet a variety of needs. 3-0-3\*

#### **CHD 2800 CHILD CARE FACILITY MANAGEMENT**

All aspects of opening and operating a child care facility will be explored. Guidelines will be set up for organizing child care services; business management; personnel considerations; establishment and communication of policies; safety, nutrition and health and curriculum and equipment. 3-0-3\*

#### **CHD 2949 CO-OP: EARLY CHILDHOOD EDUCATION II**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor, according to those objectives. CDA candidates will incorporate the last six functional areas in their objectives. A portfolio will be developed for each area. 1-10-3\*

#### **CHM 1015 PRINCIPLES OF CHEMISTRY**

An introduction to the principles of chemistry for students who do not need the more intensive courses. It covers the structure of atoms, periodic law, pH, and other important concepts of general chemistry, and progresses through elementary organic chemistry into certain areas of biochemistry. Includes some chemistry relevant to health and the numerous chemical products in use today. Serves as co- or prerequisite for CHM 1015L. 3-0-3\*

#### **CHM 1015L LABORATORY FOR CHM 1015**

(Co- or prerequisite: CHM 1015) A study of metric measurements, physical and chemical properties, elements and compounds, and many laboratory techniques and skills. 0-2-1\*

#### **CHM 1040 GENERAL CHEMISTRY I**

(Co-requisite: MAT 1033) This course is the first third of a three-semester sequence, which is a thorough study of the theories, laws and principles of General Chemistry, and their applications. This course emphasizes chemical electronic structure, stoichiometry and bonding. 3-0-3\* (This course may be exempted by examination.)

#### **CHM 1041 GENERAL CHEMISTRY II**

(Prerequisite: CHM 1040 or acceptable score on waiver examination, plus MAT 1033; co-requisite: CHM 1041L) This course is a continuation of CHM 1040. It is the second semester of a three-semester sequence. This course emphasizes states of matter, solutions, thermodynamics, acids and bases and nuclear chemistry. 3-0-3\*

#### **CHM 1046L GENERAL CHEMISTRY II LABORATORY**

(Co-requisite: CHM 1041) Laboratory for CHM 1041. 0-3-1\*

#### **CHM 1046 GENERAL CHEMISTRY III**

(Prerequisites: CHM 1041, 1041L, MAT 1033; co-requisite: CHM 1046L) This course is a continuation of CHM 1041. It is the third semester of a three-semester sequence. This course emphasizes kinetics, equilibrium, and electrochemistry. 3-0-3\*

#### **CHM 1046L GENERAL CHEMISTRY III LABORATORY**

(Co-requisite: CHM 1046) Laboratory for CHM 1046. 0-3-1\*

#### **CHM 2120C QUANTITATIVE ANALYSIS**

(Prerequisite: CHM 1046 & 1046L or equivalent) The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric, and an introduction to instrumental methods. 2-6-4\*

#### **CHM 2200C PRINCIPLES OF ORGANIC CHEMISTRY**

(Prerequisites: CHM 1015 and CHM 1015L with C or better, or CHM 1040; CHM 1041; CHM 1041L) A semester course in the fundamentals of organic chemistry with emphasis on the structures and functions of organic compounds, and the chemistry related to polymers, fibers, dyes, pesticides, vitamins, nutrition and metabolism. 3-4-4\*

#### **CHM 2210 ORGANIC CHEMISTRY I**

(Prerequisite: CHM 1041 & 1041L; co-

**CHM 2210L** First half of a two-semester sequence, covering fundamental concepts, nomenclature, synthesis and reactions of the many classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. 3-0-3\*

**CHM 2210L ORGANIC CHEMISTRY I LABORATORY**

(Co-requisite: CHM 2210) 0-4-1\*

**CHM 2211 ORGANIC CHEMISTRY II**

(Prerequisite: CHM 2210; co-requisite: CHM 2211L) Continuation of CHM 2210. 3-0-3\*

**CHM 2211L ORGANIC CHEMISTRY II LABORATORY**

(Co-requisite: CHM 2211) 0-4-1\*

**CIS 2300 CICS (CUSTOMER INFORMATION CONTROL SYSTEM)**

(Co- and/or prerequisite: COP 2121) This course will include map building, CICS command-level instructions using the COBOL computer language, terminal control functions, program linkage area (DFHCOMMAREA), interprogram linkage, program debugging using the CICS/VSE storage dumps and EDF, techniques in using the EIB. 2-2-3\*

**CIS 2321 SYSTEMS AND APPLICATIONS**

A course which utilizes system analysis techniques for the solution of business and data processing problems. A team approach is stressed throughout the course of study. Major topics include methods of system investigation, input/output design, system documentation, communication, system implementation, security, hardware selection, and software selection. A case study approach is utilized. 3-0-3\*

**CJT 2100 CRIMINAL INVESTIGATION**

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation — after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. 3-0-3\*

**CJT 2140 INTRODUCTION TO CRIMINALISTICS**

(Co- or prerequisite: CJT 2100 or CCJ 2230) A course designed to familiarize

the student with the capabilities of the modern crime laboratory and its contribution to the criminal justice system. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms, and ballistic examinations will be accomplished. 3-0-3\*

**CLP 2002 PERSONALITY DEVELOPMENT AND ADJUSTMENT**

(Prerequisite: PSY 2012) This course is a summary of the major personality theories. A variety of techniques of self-management in relationship to personal growth, sensitivity to the needs of others and effective adjustment are explored through personal assessments and experiential encounters. 3-0-3\*

**COA 1100 CONSUMER EDUCATION**

Concepts relating to consumer and personal financial decisions. Teaching an individual to think for himself in the marketplace, to recognize and use educational advertising, to spend income to obtain the greatest personal satisfaction, to manage money to attain a particular life style. 3-0-3\*

**COE 2949 CO-OP: SUCCESSFUL EMPLOYABILITY TECHNIQUES**

This course includes the skills and procedures involved in the job search, developing good work habits, handling job changes, and enhancing personal life skills. The student will prepare a portfolio, including a resume, letter of application, and career information that will aid in career advancement. 1-0-1\*

**COP 1002 STRUCTURED PROGRAMMING**

(Prerequisite or co-requisite: CGS 1361) This course teaches the concept of structured programming. It emphasizes the use of control graphs, basic structures, logic structures using pseudo-code, and functional structure charts. The course stresses the importance of program segmentation and top-down walk-through. 3-0-3\*

**COP 1160 PROGRAMMING RPG II**

(Prerequisite: CGS 1361) RPG II (Report Program Generator) is a problem-oriented programming language designed essentially to obtain data from single or multiple rules, perform calculations and table lookup as required and write reports and/or update files. Students will solve elementary to moderately complex business problems. 2-2-3\*

**COP 1170 PROGRAMMING IN BASIC**

This course introduces the student to BASIC language programming. Problems are selected from a range of disciplines including business and the sciences. There are no prerequisites; however, knowledge of high-school level algebra would be helpful. 3-0-3\*

**COP 1220 INTRODUCTION TO PROGRAMMING IN C**

(Prerequisite: CGS 1361; may be waived by permission of instructor) This course is an introduction to the C language. The course emphasizes the use of structured design, problem design, algorithm design, coding, debugging, testing, and documentation. It stresses the importance of program segmentation through utility development and top-down design. It will provide a foundation for further studies in computer science. 3-0-3\*

**COP 1400 ASSEMBLY LANGUAGE PROGRAMMING**

(Prerequisite: CGS 1361) This course introduces basic concepts in computer programming using a low level machine-oriented language covering the architecture, channels, registers I/O devices, instructions and data manipulation of the IBM 370 System. 2-2-3\*

**COP 2120 PROGRAMMING COBOL**

(Prerequisite: CGS 1361) COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Emphasis is on programming skills, efficiency in structured programming. Students are required to write and execute programs for comprehensive business case studies. 2-2-3\*

**COP 2121 COBOL APPLICATIONS**

(Prerequisite: COP 2120) A course designed to familiarize the student with the advanced capabilities of COBOL. Students will solve selected practical business applications using structured programming techniques. Emphasis is on file handling, tables, sorting, validation, and subroutines. 2-2-3\*

**COP 2200 FORTRAN PROGRAMMING**

(Prerequisite: MAC 1104 or higher) This course introduces the students to flow-charting techniques and to the programming of mathematical problems in Fortran 77. Emphasis is on the algorithmic approach. 3-0-3\*

**COP 2210 PASCAL I: AN INTRODUCTION TO PROGRAMMING**

(Prerequisite: CGS 1361) This course teaches the PASCAL language. The course emphasizes the use of structured design, problem design, algorithm design, coding, debugging, testing, and documentation. It stresses the importance of program segmentation through utility development and top-down design. It will provide a foundation for further studies in computer science. 3-0-3\*

**CPO 2040 COMPARATIVE GOVERNMENTS**

A multinational analysis of political institutions and processes which examines political systems with common and diverse elements. Structure, process, domestic and foreign policies, and regional roles are considered in Britain, France, Germany, and Canada. 3-0-3\*

**CRW 2000 CREATIVE WRITING**

The theory and practice in writing poetry and fiction with assigned collateral readings. Since this is a workshop-centered course, students' works will be discussed and considerable writing and rewriting will be required. At the end of the course, students will submit a portfolio of their own work. Students will also learn the proper procedure for submitting a work to a publisher. (Elective course) 3-0-3\*

**CTE 1310 ELEMENTS OF CLOTHING CONSTRUCTION**

Emphasis is placed on learning to take accurate measurements and construct proper fitting garments through the use of commercial patterns and fundamental techniques of sewing. 2-2-3\*

**CTE 1401 TEXTILES**

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3\*

**CTE 1705 FASHION THEORY**

A study of the total area of fashion. The course includes careers, designers, fashion centers, manufacturing, principles of design as related to wearing apparel and the ever-changing world of fashion. 3-0-3\*

**CTE 1731 TRADE SKETCHING**

Simple method of drawing and coloring apparel design sketches. 3-0-3\*

**CTE 1743 CREATIVE PATTERN MAKING I**

Learning the basic steps in the development of dress patterns by the flat pattern drafting method. Developing the hip-length sloper to personal measurements. Designing and making a pattern for a simple basic dress. 3-0-3\*

**CTE 1744 CREATIVE PATTERN MAKING II**

(Prerequisite: CTE 1743) Advanced work in the flat-pattern method of making patterns. The student will gain an increased understanding in garment fitting, altering patterns, working out creative designs and organizing work efficiently. 3-0-3\*

**CTE 1949 CO-OP: HOME ECONOMICS I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job home economics assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**CTE 1950 EUROPEAN FASHION CENTERS**

A trip to European fashion centers will broaden the student's knowledge of the total fashion industry. Viewing historical costumes in museums, visiting couture sample rooms, textile manufacturers, famous apparel stores and many more experiences make textbook learning a reality. Two credits.

**CTE 1955 NEW YORK FASHION VISIT**

This course offers students of design, retailing and merchandising an overview of the fashion industry, historical perspective of apparel collections, access to trade fairs and fashion shows, testing centers and manufacturers. 1-0-1\*

**CTE 2200 VISUAL DESIGN IN FASHION**

This course is the study of the sociological and psychological influence of clothing choices in all parts of the world; the study of the elements and principles of design as they relate to apparel; color

and its effects on apparel; quality and care of apparel. 3-0-3\*

**CTE 2340 CLOTHING CONSTRUCTION**

(Prerequisite: CTE 1310) This is further application of the sewing principles and techniques as they are used to achieve the custom-made look in clothing suitable to the individual. 2-2-3\*

**CTE 2363 COMMERCIAL GARMENT PRODUCTION**

(Co- or prerequisite: CTE 1310 or equivalent knowledge) This is a beginning sewing course which emphasizes the techniques and short cuts used in the construction of commercial garments and the criteria for judging quality workmanship. It is not the purpose of the course to produce skilled factory seamstresses, although a certain amount of skill will be developed, depending on the ability of the student. Such sewing skill will be necessary for success in advanced fashion design courses and will be of benefit to the student who intends to seek employment in any phase of the fashion industry. 2-2-3\*

**CTE 2511 HISTORY OF COSTUME AND FASHION I**

(Prerequisite: Must be followed by CTE 2512) This course is a study of "Ancient Mediterranean Civilizations (5000 B.C.) through the Renaissance" (1600 A.D.) by studying historical progression of clothing styles with an examination of each period of history as to life styles, economics and cultural influences to the mode of dress; analyzing current fashion and costuming for historical inspiration will be undertaken. 3-0-3\*

**CTE 2512 HISTORY OF COSTUME AND FASHION II**

(Prerequisite: CTE 2511) Covering the "Renaissance 1600 A.D. to Present Day," this is a thorough study of historical progression of clothing styles with an examination of each period of history as to life styles, economics and cultural influences to the mode of dress; analyzing current fashion and costuming for historical inspiration will be undertaken. 2-2-3\*

**CTE 2748 APPLIED FASHION DESIGN**

(Prerequisite: CTE 2745) Advanced study of tailoring procedures. Advanced designing is emphasized as the student designs a collection of styles which he/she sketches, makes the pattern, drapes and constructs. 3-0-3\*

### **CTE 2751 DRAPING**

(Prerequisite: CTE 1743) The basic principles of draping a pattern on a dress form will be taught. The student will learn how to complete the draped pattern using flat pattern-making techniques learned in CTE 1743. Original designs will be created on the dress form. 2-2-3\*

### **CTE 2949 CO-OP: HOME ECONOMICS II**

This course is a continuation of CTE 1949. 1-10-3\*

### **DAA 1050 FUNDAMENTALS OF RHYTHMICS**

Basic fundamentals of folk dance, square dance, singing games and other rhythmic activities. 1-2-2\*\*

### **DAA 1200 BASIC BALLET I**

Basic positions and fundamental barre exercises. The use of ballet vocabulary (French terms). Stress is on correct alignment of the body and the application of simple step combinations in center work. 0-3-2\*

### **DAA 1201 BASIC BALLET II**

(Prerequisite: DAA 1200 or permission of instructor) Continuation of basic positions and fundamental barre exercises. The use of ballet vocabulary (French terms). Stress is on correct alignment of the body and the application of simple step combinations in center work. 0-3-2\*

### **DAA 1202 INTERMEDIATE BALLET I**

Emphasis is on the development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Application of phrasing and quality of movement is stressed. Admission is by audition. 0-5-3\*

### **DAA 1203 INTERMEDIATE BALLET II**

(Prerequisite: DAA 1202) Continuation of emphasis is on the development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Application of phrasing and quality of movement is stressed. 0-5-3\*

### **DAA 1220 INTERMEDIATE POINTE I**

(Co-requisite for women: DAA 1202) This is an introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. Admission by audition. 0-3-1\*

### **DAA 1221 INTERMEDIATE POINTE II**

(Prerequisite: DAA 1220; co-requisite for women: DAA 1203) Continuation of intro-

duction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. 0-3-1\*

### **DAA 1500 MODERN JAZZ DANCE I**

This course is designed to give the student a knowledge of and fundamental skills in modern jazz dance styles and techniques. 0-2-1\*

### **DAA 1501 BASIC JAZZ**

Study and execution of basic principles of jazz dance are characterized by stylized percussive movement on a strong rhythmic base. 0-3-2\*

### **DAA 1502 INTERMEDIATE JAZZ I**

Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition. 0-3-2\*

### **DAA 2160 CONTEMPORARY DANCE I**

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. 0-2-1\*

### **DAA 2161 CONTEMPORARY DANCE II**

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1\*

### **DAA 2204 ADVANCED BALLET I**

This course perfects the execution of classical ballet technique, with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor. 0-5-3\*

### **DAA 2205 ADVANCED BALLET II**

(Prerequisite: DAA 2204) This course is a continuation of perfecting the execution of classical ballet technique with emphasis on performing, projection and audience communication. Stress is on aesthetic quality of movement and phrasing. 0-5-3\*

### **DAA 2222 ADVANCED POINTE I**

(Prerequisite: DAA 1221; co-requisite for women: DAA 2204) This course is a continuation of the introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. 0-3-1\*

### **DAA 2223 ADVANCED POINTE II**

(Prerequisite: DAA 2222; co-requisite for women: DAA 2205) This course is a continuation of introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. 0-3-1\*

### **DAA 2230 MEN'S ADVANCED TECHNIQUE I**

(Co-requisite for men: DAA 2222) This course is a continuation of perfecting the execution of classical ballet technique with emphasis on jumping, turning and beats. These steps are most often used by men in classical works. 0-3-1\*

### **DAA 2231 MEN'S ADVANCED TECHNIQUE II**

(Prerequisite: DAA 2230; co-requisite for men: DAA 2205) This course is a continuation of perfecting the execution of classical ballet technique with emphasis on jumping, turning and beats. These steps are most often used by men in classical works. 0-3-1\*

### **DAA 2374 FOLK AND SQUARE DANCE**

This course includes the study, practice and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1\*

### **DAA 2501 MODERN JAZZ DANCE II**

(Prerequisite: DAA 1500) An in-depth study of jazz dancing techniques, current jazz styles, and patterns of rhythmic choreography. 0-2-1\*

### **DEA 1000 INTRODUCTION TO DENTAL ASSISTING**

This course presents, through lecture and student participation, the goals, objectives, ethics, terminology, legal responsibilities, areas of service, and career opportunities of the dental assistant. It identifies the professional organizations and resources available to the dental assistant. 1-0-1\*

### **DEA 1020C PRECLINICAL ORIENTATION**

This course presents lecture and practical experience in the identification of instruments, equipment and materials commonly used in the dental environment. Students will participate in sterilizing procedures for instruments, care and maintenance of equipment, taking and recording patient information. 2-3-3\*

**DEA 1120 RELATED DENTAL THEORY**

This course is designed for familiarization of common drugs and medicaments; pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow. 3-0-3\*

**DEA 1200 DENTAL OFFICE PRACTICE MANAGEMENT**

Study of the methods by which the dental office/dental clinic are administered. Areas of study relevant to the responsibilities of the dental assistant will include: human relationships and interaction, patient psychology; record keeping, i.e., daily records appointments, collections, billing, income and social security taxes, recall systems, third party payment forms, office and dental supplies inventory; office housekeeping and maintenance. 3-0-3\*

**DEA 1800C CLINICAL PRACTICE I**

(Prerequisite: A successful completion of DEA 1020C and DES 1200C) The dental assistant student will participate in clinical experience involving patients and dentists performing all functions required of a dental assistant in office clinic setting. Student will have additional assignment responsibilities in areas of radiology, team leadership, sterilization, clinical observation, patient reception and office observation. Lecture hours are utilized to present advanced theory. 2-6-4\*

**DEA 1801C CLINICAL PRACTICE II**

(Prerequisite: A successful completion of DEA 1800C, DES 1100C, and DEA 2940) Continuation of DEA 1800C. 2-6-4\*

**DEA 1820C INTRAORAL AUXILIARY PROCEDURES I**

(Prerequisite: A successful completion of DEA 1020C). This is an introductory course designed to offer student participation in specified intraoral procedures. 2-3-3\*

**DEA 1821C INTRAORAL AUXILIARY PROCEDURES II**

(Prerequisite: A successful completion of DEA 1820C). Continuation of DEA 1820C. 1-3-2\*

**DEA 1850 CLINICAL PRACTICE III**

(Prerequisite: A successful completion of

DEA 1801C and DEA 1821C; co-requisite: DEA 1850L). This is a continuation of DEA 1800C. 2-0-2\*

**DEA 1850L CLINICAL PRACTICE III PRACTICUM**

(Co-requisite: DEA 1850). This includes a supervised externship program utilizing the private dental office and experience. 0-12-4\*

**DEA 2940 DENTAL PRACTICUM**

The objective of this course is to provide practical experience in patient preparation for oral diagnosis. Students will have assigned responsibilities in areas of patient recognition, charting, study models and radiology. 0-2-1\*

**DEH 1003 CLINICAL DENTAL HYGIENE I**

(Co-requisites: DEH 2720, DEH 1003L) This is a competency-based course designed to instruct the dental hygiene students in the duties and responsibilities required of them to obtain and maintain optimum oral health for each patient. 3-0-3\*

**DEH 1003L CLINICAL DENTAL HYGIENE I LABORATORY**

(Co-requisites: DEH 1003 and DEH 2720.) The objectives of this course are identification and mastery of instrumentation techniques required in the oral prophylaxis and their adaption to tooth morphology. The techniques of instrumentation and polishing are mastered on the dental mannequin before transferring procedures to human patients. Encompassed in this course are medical history procedures, sterilization techniques, oral inspection and evaluation, removal of dental deposits, as related to oral prophylaxis and complete patient care. A current CPR card is required. 0-8-3\*

**DEH 1800C CLINICAL DENTAL HYGIENE II**

(Prerequisite: A grade of C or above is required in DEH 1003 and DEH 1003L) Students will be required to complete a specific number of dental prophylaxis and radiographs for adults and children in the clinic under the supervision of the clinical supervisor and faculty. This course also includes the didactic and practical experiences in vital signs, emergency procedures, fluorides, sealants, and initial dental disease control. 2-15-7\*

**DEH 2600 PERIODONTICS I**

This course is the initial introduction and foundation of periodontics covering the identification of the characteristics of peri-

odontal disease and describing a holistic view of treatment. Concepts such as chronicity, host resistance, aging and stress are also covered. 1-0-1\*

**DEH 2604 PERIODONTICS II**

(Prerequisite: DEH 2600) This second course deals with specific treatment techniques and differing treatment philosophies as an extension of the basic foundation laid in Section 1. 1-0-1\*

**DEH 2605 PERIODONTICS III**

(Prerequisite: DEH 2604) The third course further builds on the basic foundation with emphasis on periodontics and current dental hygiene concepts, including nutrition and periodontics. There is a direct application of didactic material to clinical skills with treatment planning covering plaque control through gingival curettage. 1-0-1\*

**DEH 2606 PERIODONTICS IV**

(Prerequisite: DEH 2605) The final course in this sequence includes review of current literature with emphasis on library assignments, seminar sessions, and externship on a rotating basis in local private periodontal practice. 2-3-3\*

**DEH 2701C COMMUNITY DENTISTRY**

This course covers prevention and control of dental disease in the community through the study of biostatistics and epidemiology. Students will be responsible for assessing, planning, implementing and evaluating procedures in oral health community programs through a combination of lecture and field experience. Emphasis will also be placed on alternative practice settings in community dentistry for the dental hygiene practitioner. 1-2-2\*

**DEH 2720 PREVENTIVE DENTISTRY I**

This course is divided into three semesters. The first semester includes the study of factors involved in the formation and retention of dental deposits; soft, hard and stains. The etiology of decay is detailed. 1-0-1\*

**DEH 2722 PREVENTIVE DENTISTRY II**

(Prerequisite: DEH 2720) This is an introduction to patient preventive treatment planning. Methods of controlling plaque with oral physiotherapy and adjuncts are examined. Educational techniques are utilized for individuals and for the "special needs" patients. The relationship of dental diseases and nutrition are studied. 2-0-2\*

**DEH 2724 PREVENTIVE DENTISTRY III**

(Prerequisite: DEH 2722) Students will undertake individual treatment planning with the understanding of individual patient psychology for nutritional assessment and for total body and dental health to prevent diseases. Presenting problems will be the "special needs" patient, Part II will be continued. 1-0-1\*

**DEH 2804C CLINICAL DENTAL HYGIENE III**

(Prerequisite: A grade of C or above is required in DEH 1800C) This course is a continuation of Clinical Dental Hygiene II with the addition of sonic scaling, curettage, rubber dam procedures and polishing amalgam restorations as clinical activities. Also included is the introduction to Practice Management and Legal Aspects of Dentistry. 1-15-6\*

**DEH 2806C CLINICAL DENTAL HYGIENE IV**

(Prerequisite: A grade of C or above is required in DEH 2804C) This course is a continuation of Clinical Dental Hygiene III. Practice Management is enlarged and extended to include F.S. Chapter 466 and Rule 21G. 2-12-6\*

**DEP 2102 CHILD GROWTH AND DEVELOPMENT**

(Prerequisite: PSY 2102) Stressing the emerging self of the child, this course explores the cognitive, social, emotional, and intellectual natures of children within a developmental perspective. It includes a survey of problematic behavior and the application of psychological principles and achievements to enhance the personal development and ensure the general welfare of the individual child. Observations of children from the preschool level through adolescence are included. 3-0-3\*

**DES 1000 DENTAL ANATOMY**

The study of the structure, morphology, and function of the primary and permanent dentitions. 2-0-2\*

**DES 1000L DENTAL ANATOMY LABORATORY**

Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 0-3-1\*

**DES 1030 ORAL EMBRYOLOGY AND HISTOLOGY**

This course deals with the embryonic, fetal, and post-natal development of the

head and neck. Concurrently, it deals with the normal morphology and micro-structure of these tissues, with in-depth emphasis on the dentition and its supporting structure. 2-0-2\*

**DES 1047 GENERAL AND ORAL PATHOLOGY**

(Prerequisite: DES 1030) This course deals with the general considerations of human pathology and specific study of the diseases of the hard and soft tissues of the oral cavity. The oral manifestations of systemic disease are considered in depth. 1-0-1\*

**DES 1050 PHARMACOLOGY I**

This is a comprehensive presentation to Dental Hygiene students of the basic aspects relating to the physical and chemical properties, dosage, methods of administration, therapeutic use, and interactions of pharmaceutical preparations used in dentistry. 1-0-1\*

**DES 1051 PHARMACOLOGY II**

(Prerequisite: DES 1050) This is a continuation of DES 1050 with a comprehensive presentation to the Dental Hygiene student of the basic aspects of pharmaceutical presentations used in dentistry. Administration of local anesthetic agents and administration and monitoring of nitrous oxide will also be studied. 1-0-1\*

**DES 1100C ELEMENTS OF DENTAL MATERIALS FOR DENTAL AUXILIARIES**

This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques. The laboratory phase affords the student the opportunity to develop manipulative skills with the materials used within the auxiliaries' scope of dental practice and to evaluate the effects of specific materials in the oral environment. 2-2-3\*

**DES 1140 ELEMENTS OF DENTAL MATERIALS FOR DENTAL LABORATORY TECHNOLOGY**

This course is designed to acquaint the student with the physical and chemical properties of materials used in the dental laboratory. Techniques for the proper manipulation and application of casting alloys, investments, ceramics, plastics, duplicating materials and a variety of dental materials encountered in the laboratory will be considered. 2-0-2\*

**DES 1200C DENTAL RADIOLOGY**

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting X-rays. Laboratory procedures will include applications of these techniques in clinical practice. 1-2-2\* (offered summer term for Dental Assisting; fall term for Dental Hygiene.)

**DIE 1412 NUTRITION EDUCATION AND COUNSELING**

(Prerequisite: HUN 1201). This course is a study of the principles of education as they apply to patient counseling. Emphasis is placed on interviewing techniques and patient diet histories which will be utilized in counseling patients for optimum nutritional care. 3-0-3\*

**DIE 1419 PRACTICUM I**

(Co-requisite: DIE 1412) There is supervised field experience to develop competencies in the application of knowledge in a health care facility. 0-9-3\* (Graded P/N)

**DIE 2211 DIET THERAPY**

(Prerequisite: HUN 1201, DIE 1412) This course covers the application of principles of nutrition with adaptations to specific disease conditions. Emphasis is given to the total nutritional care of the individual patient. 3-0-3\*

**DIE 2270 PRACTICUM II**

(Co-requisite: DIE 2211) There is supervised field experience to develop competencies in the application of knowledge in a health care facility. 0-9-3\* (Graded P/N)

**DIE 2301 ADVANCED NUTRITION**

(Prerequisite: HUN 1201, DIE 1412, DIE 2211) This course is designed to expose the student to the various agencies involved in community nutrition and chronic illness. Stress is placed on social, cultural and economic influences on food habits. Principles of assessment and counseling for specific groups are included. 3-0-3\*

**DIE 2350 PRACTICUM III**

(Prerequisite: DIE 2270, Co-requisite: DIE 2301) There is supervised field experience to develop competencies in the application of knowledge in a health care facility. 0-12-4\* (Graded P/N)

**DIE 2500 DIETETIC SEMINAR**

(Prerequisite: DIE 2211) This course presents a discussion of current findings in the field of dietetics. Student presenta-

tions and debates are incorporated into the course. 1-0-1\*

**DTE 1000 ORIENTATION AND TERMINOLOGY**

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1\*

**DTE 1040 PHYSICAL SCIENCE FOR DENTAL TECHNOLOGY STUDENTS**

(Co- and/or prerequisite: Dental Laboratory Technology Majors) This course is designed to cover basic concepts of chemistry and physics useful to the Dental Laboratory Technology student. The curriculum presented will provide a suitable background for the study of dental materials as applied to dental laboratory techniques. 3-0-3\*

**DTE 1100C COMPLETE DENTURE TECHNIQUES I**

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts, and the set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 2-6-4\*

**DTE 1101C COMPLETE DENTURE TECHNIQUES II**

Continuation of DTE 1100C. 2-9-5\*

**DTE 1105C PARTIAL DENTURE TECHNIQUES I**

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction are covered. 1-3-2\*

**DTE 1110C CAST INLAY AND CROWN TECHNIQUES**

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourth crown, full and

veneer-faced crowns. It also includes the methods of soldering. 1-2-2\*

**DTE 1140C CERAMICS**

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization; it also includes techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restoration. 3-12-7\*

**DTE 1150C CROWN AND BRIDGE TECHNIQUE I**

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5\*

**DTE 1200 JURISPRUDENCE AND ETHICS**

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1\*

**DTE 2106C PARTIAL DENTURE TECHNIQUES II**

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 2-6-4\*

**DTE 2130C SPECIAL PROSTHESIS**

A technical review of courses covered to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1-2-2\*

**DTE 2131C ORTHO AND PEDO REMOVABLE APPLIANCES**

The students will acquire the knowledge and skill required to fabricate and repair selected orthodontic wrought wire and self-curing plastic appliances. 1-2-2\*

**DTE 2151C CROWN AND BRIDGE TECHNIQUE II**

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4\*

**ECO 2000 INTRODUCTION TO ECONOMICS**

A one-term course for the student who plans no further study in economics. It includes basic market analysis (supply and demand), and an introduction to the

nature and problems of the American economy, money and banking, and government's role in the economy. 3-0-3\*

**ECO 2013 PRINCIPLES OF ECONOMICS I (MACRO)**

This course deals with the nature and scope of economics. It includes the basic theories of supply and demand, the mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary politics. 3-0-3\*

**ECO 2023 PRINCIPLES OF ECONOMICS II (MICRO)**

(Prerequisite: ECO 2013) This course continues the discussion of supply and demand begun in ECO 2013. In addition, it covers the underlying theories of cost and revenue analysis, the nature of markets (perfect competition, monopoly, oligopoly and monopolistic competition), and the application of basic tools of economic analysis. It includes consideration of public policy issues. 3-0-3\*

**ECS 2001 COMPARATIVE ECONOMICS**

A survey of the various economic systems practiced in the world today. Content will include the study of the economic relations between nations and the theory and practice of trade between nations. When part of a travel-study program, the course will include on-site experience in the country being visited. 3-0-3\*

**EDF 1005 INTRODUCTION TO EDUCATION (Teaching)\*\***

An introduction to the nature of teaching in public schools of the United States. Topics included are: planning and preparation for teaching; roles and the responsibilities of teachers; relationship between schools and society; organization, financing and control of the public schools; historical perspectives; and the aims and objectives of education as a social institution. 3-0-3\*

**EDP 2002 EDUCATIONAL PSYCHOLOGY**

(Prerequisite: PSY 2012 or permission of the instructor) This course examines the psychological basis of educational theory and practice. Topics of study include developmental theories, psychological perspectives of the teaching-learning process, instructional design, and program evaluation. 3-0-3\*

\*Lecture-Lab-Credit Hours

\*\*NOTE: The following will apply to ALL students enrolling in Palm Beach Community College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida; EDF 1001 Introduction to Education (Teaching), SPC 1600 Fundamentals of Speech, PSY 2012 General Psychology, DEP 2102 Child Growth and Development.

**EEC 1001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. It contains mandated materials and information required for the State Child Care Workers Certification course. Students who complete the state-mandated modules are eligible to receive the Child Care Workers Certification required by the State of Florida for all child-care workers. 3-0-3\*

**EEC 1006 MONTESSORI PHILOSOPHY**

Designed for the student specializing in Montessori Preschool Education, this course provides the theoretical background upon which the Montessori method of education is based. The course covers the evolution of the Montessori method, as well as such key components as the sensitive periods of development, the role of the teacher as directress, the prepared environment, and the process of normalization. 1-0-1\*

**EEC 2530 EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION I**

(Co- or prerequisite: EEC 1006) This course provides three hours per week on campus to introduce the student to Montessori and other early-learning materials. 3-0-3\*

**EEC 2532 EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION II**

This course is a continuation of EEC 2530. The student will be presented exercises in language and practical life. 3-0-3\*

**EEC 2940 MONTESSORI TEACHING PRACTICUM I**

This course is designed to give the student actual teaching experience in an approved Montessori classroom. The student will be working under the supervision of an instructor who is an approved cooperating Montessori teacher during his/her internship. 0-15-3\*

**EEC 2941 MONTESSORI TEACHING PRACTICUM II**

This course is a continuation of EEC 2940. 0-15-3\*

**EEC 1004C ESSENTIALS OF ELECTRICITY**

This course covers basic circuit theory, electrical and electronic controls sys-

tems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 2-2-3\*

**EET 1015 D.C. CIRCUIT ANALYSIS**

(Co- and/or prerequisites: EET 1015L and MAT 1033) This is an in-depth study (at the precalculus level) of the circuit properties of resistance, capacitance and inductance in DC circuits. Topics covered include Ohms and Kirchhoff's Laws, series and parallel networks, network theorems, magnetic circuits, and DC instruments. The lectures stress theoretical understanding and algebraic and numeric solutions to practical word problems. 3-0-3\*

**EET 1015L D.C. CIRCUIT ANALYSIS LABORATORY**

(Co-requisite: EET 1015) Laboratory work closely parallels the lectures, stressing the practical application of theory. 0-2-1\*

**EET 1025 A.C. CIRCUIT ANALYSIS**

(Prerequisites: EET 1015, EET 1015L; co-requisites: EET 1025L, MAC 1104) The prerequisite course deals with D.C. circuits; this course carries the analysis on the A.C. circuits. Topics covered include series and parallel A.C. networks, network theorems applied to A.C., power, resonance, and transformers. The lectures stress theoretical understanding and algebraic and numeric solutions to practical word problems. Laboratory work closely parallels the lectures, reinforcing the practical measurement of networks, and develops skills in the proper use and interpretation of electronic test equipment. 3-0-3\*

**EET 1025L A.C. CIRCUIT ANALYSIS LABORATORY**

(Co-requisite: EET 1025) Laboratory to accompany EET 1025. 0-2-1\*

**EET 1104 BASIC ELECTRONICS**

(Prerequisite: EET 1015, EET 1025) This course is a study of mathematical theory on equivalent circuits used in electronic circuits. A simplified mathematical approach is stressed in all calculations so that physical understanding of the circuit may be realized. 3-0-3\*

**EET 2121 ELECTRONICS I**

(Co-requisite: EET 2121L) This course is the study of solid state electronic components — their characteristics, application

and troubleshooting are covered in the course. Diode theory regular and special purpose, transistor theory and biasing techniques, regulated and unregulated power supplies are covered in depth. 3-0-3\*

**EET 2121L ELECTRONICS I LABORATORY**

(Co-requisite: EET 2121) Laboratory to accompany EET 2121. 0-2-1\*

**EET 2122 ELECTRONICS II**

(Co-and/or prerequisites: EET 2121, EET 2121L, EET 2122L) This is an advanced semiconductor course covering frequency and bandwidth of transistors, amplifiers, differential and operational, integrated circuits, feedback oscillators, harmonic distortion, frequency mixing and modulation. A simplified mathematical approach is stressed in order for the student to understand circuits. 3-0-3\*

**EET 2122L ELECTRONICS II LABORATORY**

(Co-requisite: EET 2122) Laboratory to accompany EET 2122. 0-2-1\*

**EET 2322C COMMUNICATION ELECTRONICS**

(Prerequisite: EET 2122C) This course is a continuation of electronics, designed to enable students to pass the first class FCC license. It covers vacuum tube circuits, class C amplifiers, regulated power supplies, RF amplifiers, AM and FM modulation, transmission lines and antennas. 3-2-4\*

**EET 2515C DC AND AC DYNAMOS**

(Prerequisite: EET 1015, EET 1025) This course is a study of DC and AC motors and generators. Topics covered are electro-mechanical fundamentals, DC generators, DC motors, AC alternators, parallel operation, induction and synchronous motors, poly- and single-phase motors, two- and three-phase systems and transformers. 3-2-4\*

**EET 2545 POWER TRANSMISSION**

(Prerequisite: EET 2515C) This course is a study of the theory and application of electrical equipment used in the generation, transmission and distribution of electric power with emphasis on distribution equipment. (Generators, substation, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.) 3-0-3\*

**EGS 1001 ENGINEERING PROBLEMS AND ORIENTATION**

This course emphasizes the solution of

engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1\*

### **EGS 1111 ENGINEERING GRAPHICS**

(Prerequisite: ETD 1110 or equivalent) This course is designed for the student entering the engineering profession. The course will reinforce the fundamentals of orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs. Included also will be a study of points, lines and planes and their relation to the graphical language. Technique will be stressed. 2-4-3\*

### **EGS 2310 STATICS**

(Prerequisites: PHY 2053 and MAC 2311) This course deals with the principles of mechanics; force systems, coplanar and noncoplanar; concurrent, nonconcurrent; equilibrium; distributed forces, moments of inertia; and structures. 3-0-3\*

### **EMS 1281 PARAMEDIC I**

(Prerequisite: Acceptance into Paramedic program) The paramedic student will be introduced to paramedic roles and responsibility, the EMS system, medical/legal aspects, communication, rescue, and major incident response. 2-0-2\*

### **EMS 1281L PARAMEDIC SKILLS I LABORATORY**

(Prerequisite: Acceptance into Paramedic program) The paramedic student will be taught and practice hands-on skills required by the paramedic to function in the EMS system. 0-6-3\*

### **EMS 1282 PARAMEDIC II**

(Prerequisite: Acceptance into Paramedic program) The paramedic student will be introduced to medical terminology, general patient assessment, airway ventilation, shock, general pharmacology, trauma, burn care, respiratory, cardiovascular, endocrine, nervous system, acute abdomen. The clinical portion will be carried out in a hospital ER, ICU, CCU, operating room, respiratory therapy, obstetrics. 6-14-10\*

### **EMS 1283 PARAMEDIC III**

(Prerequisite: Acceptance into Para-

medic program and completion of EMS 1281, EMS 1282) The paramedic student will be introduced to principles required to care for the patient suffering with anaphylaxis, toxicology, alcoholism, drug abuse, infection disease, environmental emergencies, geriatric, pediatrics, OB/GYN, behavioral emergencies, and advanced cardiac life support as directed by the American Heart Association. The clinical portion will be carried out in hospital ER, ICU, CCU, operating room, respiratory therapy, obstetrics. 6-14-10\*

### **EMS 1452 PARAMEDIC SKILLS LABORATORY/INTERNSHIP I**

(Prerequisites: EMS 1281, EMS 1281L, EMS 1282) The student will participate in various laboratory/field experiences and become proficient in the skills and patient care activities required of paramedics. 0-12-4\*

### **EMS 1453 PARAMEDIC SKILLS LABORATORY/INTERNSHIP II**

(Prerequisites: EMS 1281 and EMS 1452) The student will participate in various laboratory/field experiences required for paramedics. 0-12-4\*

### **ENC 1080 ENGLISH (College Preparatory)\*\***

This course is required for students whose placement test scores indicate the need for intensive training in the basic skills of written communication. This course emphasizes using the basic mechanics of language, grammar, punctuation, and spelling in writing unified and coherent paragraphs. Graded Passing or Not Passing (P-N). Six contact hours per week.

### **ENC 1101 FRESHMAN COMMUNICATIONS I\*\*\***

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3\* Written work: 6,000 words.

### **ENC 1102 FRESHMAN COMMUNICATIONS II\*\*\***

(Prerequisite: ENC 1101 or equivalent)

This course consists of three units which introduce the students to the role of language of thought and action: (1) Language and Thought; (2) Persuasion (argument and logic); and (3) Mass Media of Communication. The concern here is with the development of the student's ability to read critically and to write effectively. 3-0-3\* Written work: 7,000 words.

### **ENC 1210 TECHNICAL WRITING**

(Prerequisite: ENC 1101 or equivalent) Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3-0-3\*

### **ENC 1121 HONORS FRESHMAN COMMUNICATIONS I\*\*\***

(Prerequisite: ACT score of 23 or above) This course is designed for students who have mastery of English fundamentals and are proficient in basic communications skills. Content will include a more sophisticated approach to reading and writing. 3-0-3\* Written work: 6,000 words.

### **ENC 1122 HONORS FRESHMAN COMMUNICATIONS II\*\*\***

(Prerequisite: ENC 2301) This course is a continuation of ENC 2301 and is designed for students who want additional work in the art of composition. Emphasis is on creative expression. 3-0-3\* Written work: 7,000 words.

### **ENL 2010 ENGLISH LITERATURE TO 1660\*\*\***

(Prerequisite: ENC 1101) This course is a study of significant writing produced in the British Isles from the time of the Anglo-Saxons to 1660. 3-0-3\* Written work: 3,000 words.

### **ENL 2020 ENGLISH LITERATURE AFTER 1660\*\*\***

(Prerequisite: ENC 1101) This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3\* Written work: 3,000 words.

### **ESL 1021 COLLEGE PREP READING FOR ESOL**

(Co- and/or prerequisites: 1) Must be a student whose primary language is not American English; 2) Must qualify for preparatory reading based on ACT/SAT scores or a minimum raw score of nine on

\*Lecture-Lab-Credit Hours

\*\*These courses are required of all students entering the college with test scores indicating a need for development work, before embarking on the college-level curriculum.

\*\*\*The courses meet State Board of Education Rule 6A-10.30, Writing Skills.

the ELSA or equivalent placement test.) ESL 1021 is a preparatory reading course for students whose primary language is not American English and whose placement test scores indicate the need for intensive training in reading skills. The emphasis in this course will be on academic reading, as well as listening and speaking skills. Four institutional credits; six contact hours per week.

#### **ESL 1121 COLLEGE PREP READING FOR ESOL LEVEL II**

(Co- and/or prerequisites: 1) Must be a student whose primary language is not American English; 2) Successful completion of ESL 1021.) ESL 1121 is a continuation of ESL 1021. This is a course for students whose primary language is not American English. ESL 1121 will focus on developing critical reading skills through literature. Students will have the opportunity to read short authentic English/American works. Exercises and class discussions will develop the student's listening speaking skills. Three institutional credits; three contact hours per week.

#### **ESL 1041 COLLEGE PREP ENGLISH FOR ESOL**

(Co- and/or prerequisites: 1) Must be a student whose primary language is not American English; 2) Must qualify for preparatory reading based on ACT/SAT scores or a minimum raw score of nine on the ELSA or equivalent placement test.) This course is designed for students whose primary language is not American English and whose placement test scores indicate a need for college preparatory instruction. The emphasis in this course will center on the expressive aspects of American English and include active listening, speaking, and writing. Four institutional credits; six contact hours per week.

#### **ESL 1181 COLLEGE PREP ENGLISH FOR ESOL LEVEL II**

(Co- and/or prerequisites: 1) Must be a student whose primary language is not American English; 2) Successful completion of ESL 1041.) This course is a continuation of ESL 1041. It is a course for students whose primary language is not American English. Emphasis is placed on writing, speaking, listening, and pronunciation skills. This course prepares students for ENC 1101 Freshman Communications I. Four institutional credits; six contact hours per week.

#### **EST 2541C SERVO-MECHANISM AND INSTRUMENTATION**

(Prerequisite: EET 1015, EET 1025 or

permission of instructor) This is a study of a complete system function and its component parts. Mathematics is introduced only in sufficient depth to help the student fully understand how a system transfer function is used in frequency response testing. Topics covered are precision potentiometers, servos, transducers, synchros, mechanical electrical characteristics, servo motors and generators, stability and frequency response of servo systems. 3-2-4\*

#### **ETD 1110 INTRODUCTION TO TECHNICAL DRAWING**

This course is designed for the modern student who realizes the need for communication with the world of technology. It is also a beginning course for students of engineering and technology. It deals with the fundamental principles of the graphic language (the language of industry), and is developed for students without previous mechanical drawing experience. Topics include: Use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. 1-3-2\*

#### **ETD 1525 FABRICATION DRAFTING**

(Prerequisite: EGS 1111 or permission of instructor) This course is designed to extend drafting principles and techniques into a variety of industrial and engineering fields. Included are studies in sheet metal, welding, structural piping, and topographical drafting. 2-4-3\*

#### **ETD 1620 ELECTRICAL DRAFTING**

This course gives particular attention and practice to electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs, and chassis. 1-3-2\*

#### **ETD 2455 MACHINE/MECHANICAL DRAFTING**

(Prerequisite: EGN 1111) A study of principles, practices and standards of machine drafting in original design as applied to industrial processes. Topics include jog and fixture design; punch and die set design; gauging; and selected advanced project. 2-4-3\*

#### **ETD 2544 SURVEYING DRAFTING**

(Prerequisite: ETD 1110 or suitable experience) An introduction to the drafting techniques and drawings of surveying; lettering; line technique; geometry; lot survey plats; traverse plotting; horizontal, compound, and reverse curves; vertical curves; highway plan, profiles topography and cross-sections. 1-3-2\*

#### **ETD 2801C TECHNICAL ILLUSTRATION**

(Prerequisite: EGS 1111 or consent of instructor) This course deals primarily with translation of orthographic drawings into three-dimensional, pictorial representations. Topics include: Axonometric drawings; perspectives, and illustration techniques in shading, rendering and airbrush. 1-5-3\*

#### **ETG 1949 CO-OP: TECHNOLOGY I**

Co-op Education in technology is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job technology assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **ETG 2530C PROPERTIES AND TESTING OF MATERIALS**

Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failure, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4\*

#### **ETG 2949 CO-OP: TECHNOLOGY II**

This is a continuation of ETG 1949. 1-10-3\*

#### **ETI 1411C MANUFACTURING PROCESSES**

This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-2-3\*

#### **ETI 1481 INTRODUCTION TO ROBOTICS AND AUTOMATED MANUFACTURING**

This course considers the fundamental

concepts and applications of robotics and computer-aided manufacturing systems. It reviews the history, development and classification of robots, their components and operation and the various types of sensors and vision systems. A discussion of practical applications is illustrated with existing systems, and the economic considerations of installing and operating automated systems. The course further discusses the important issue of the effect of automation on the worker and work place. 3-0-3\*

#### **ETI 2633 INDUSTRIAL RELATIONSHIPS**

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3-0-3\*

#### **ETM 1201 THERMODYNAMICS FOR TECHNOLOGY I**

This course will explore and investigate the basics of heat, work, and power as applied to engineering and mechanical technologies. An introductory level for students majoring in energy, refrigeration or mechanical power system. 3-0-3\*

#### **ETM 2312C HYDRAULICS AND PNEUMATICS**

(Co- or prerequisite: MTB 1321 or equivalent) This course deals with the basic theory of hydraulic and pneumatic transmission and control. Theory and applied laboratory demonstrations and experiments will prepare the student for a basic understanding of industrial applications utilizing hydraulics or pneumatics. 3-0-3\*

#### **ETM 2820 INTRODUCTORY MATERIALS ENGINEERING**

(Prerequisite: High school chemistry or equivalent) This course is a study of the properties of materials and their measurement and modification. Topics include physical, chemical, thermal and electrical properties, as well as a study of the structure of materials and the changes in behavior that result from processing them. 3-0-3\*

#### **EVS 0333 WASTEWATER TREATMENT C LEVEL**

This course is designed to provide the student with the theoretical, technical and practical knowledge to become a li-

censed C Level Water Treatment Plant Operator. It is designed to offer a survey of all plant processes an operator may come in contact with, the specific knowledge needed to safely operate processing units and applied training in the operation and maintenance of solution feed gas chlorination systems. The course is planned to offer classroom, laboratory and hands-on training in all systems discussed and is in a modular format to emulate the plug-in nature of water treatment plant processes. The 128 hours of instruction will be divided into 70% classroom training and 30% plant site or laboratory experience.

#### **EVS 0153 A LEVEL WATER TREATMENT**

This course is designed to provide the student with the theoretical and technical knowledge to become a licensed A Drinking Water Treatment Plant Operator. It is directed towards the individual who has achieved C and B Level Florida certifications and concentrates on two main areas; managing treatment plant operations, and advanced and innovative techniques. The material will be offered using a problem-solving approach, where students will find their own solutions to problems and critique them as to practicality in cost, labor, materials and safety. The 128 hours of instruction will be taught in a modular format, divided into 80% classroom training (with about 50% as workshops) and 20% plant site or laboratory experience.

#### **EVS 0238 WASTEWATER TREATMENT B LEVEL**

This course is designed to provide an in-depth look at the wastewater process that was begun in wastewater treatment C level. It covers treatment systems typical of larger operations, and because of their more complex nature, places a greater concentration on the biological aspects of treatment. This course also stresses the study of issues and techniques needed by small plant managers and first-line supervisors. The course is designed in a format of six, self-supporting modules, requiring 128 contact hours to complete and will provide the instruction required for the State of Florida B Level Wastewater Treatment educational component.

#### **EVS 0247 WATER TREATMENT B LEVEL**

This course is designed to provide an in-depth look at the water treatment process that was begun in Basic Treatment Plant Operations. It covers treatment systems typical of larger operations, and because

of their more complex nature, places a greater concentration on the chemical and biological aspects of treatment. Intermediate Treatment Plant Operations also stress the study of issues and techniques that should be familiar to small plant managers and first-line supervisors. The course is designed in a format of 14 self-supporting modules, requiring 128 contact hours to complete and will provide the instruction required for the State of Florida B Level Water Treatment educational component.

#### **EVS 0333 WASTEWATER TREATMENT C LEVEL**

The object of this course is to provide the student with the theoretical and practical knowledge necessary for certification as a class C wastewater treatment plant operator. Included in this course is material relating to areas of microbiology, mathematics, problem-solving, mechanical maintenance and repair, record keeping and operational safety that are relevant to operations. Because of this, the 128 hours of classes are designed to be approximately 40% field exercise with the students performing operations under field conditions with close supervision.

#### **EVS 0353 A LEVEL WASTEWATER TREATMENT**

This course is designed to provide information in advanced wastewater treatment. It will cover treatment of large operations along with advanced effluent disposal and sludge treatment handling. This course will stress the importance of proper supervisory techniques in personnel, budget preparations and the setting and conducting of training programs. The course is designed in a format of six (6) self-supporting modules requiring 128 hours to complete and will provide the instruction required for the State of Florida A Level Wastewater Treatment education component.

#### **FFP 1000 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY**

Philosophy and history of fire service; organization and functions of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. 3-0-3\*

#### **FFP 1203 FIRE PREVENTION**

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. 3-0-3\*

**FPF 1600 FIRE APPARATUS AND EQUIPMENT**

Fire protection organization and equipment; basic fire fighting tactics; public relations as affected by fire protection. 3-0-3\*

**FPF 1640 FIRE HYDRAULICS**

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. 3-0-3\*

**FPF 2100 FIRE ADMINISTRATION**

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. American Insurance Association grading schedule and maintenance of buildings and equipment. 3-0-3\*

**FPF 2240 FIRE INVESTIGATION AND ARSON DETECTION**

(Prerequisite: This course can only be given to members of the fire service and law enforcing agencies. Official identification is necessary.) This course is outlined to cover: Detection of point or origin of fire, cause of fire and spread of fire. Course further covers report writing, interviewing, arson detection, collection and preservation of evidence. Also involves study of laws governing arson and courtroom procedures. 3-0-3\*

**FPF 2300 RELATED FIRE CODES AND ORDINANCES**

(Prerequisite: FPF 1203) Familiarization with national, state and local laws and ordinances which influence the field of fire prevention and protection. 3-0-3\*

**FPF 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

Fundamental building construction and design; fire protection features; special considerations. 3-0-3\*

**FPF 2410 STRATEGIES FOR EMERGENCY MANAGEMENT**

This course deals with strategies to be used in controlling emergency situations; such as, fires inside buildings, high rise fires, hazardous material incidents, and mass casualty incidents. 3-0-3\*

**FOL 1170 FIELD TRIP STUDY — MEXICO**

An introduction to the history and culture of Mexico from Pre-Conquest to present

day. Members in this program will design their own goals and objectives and accompanying self-study program. Although no formal texts are required, broad reading on Mexico is highly recommended to enhance the tour for each member. Participants will keep descriptive and critical journals during the tour. Course grade and credit will be awarded based on the individual journals. Two hours credit.

**FOL 1171 FIELD TRIP/STUDY — PUERTO RICO**

An introduction to the history and culture of Puerto Rico from Pre-Conquest to Commonwealth. A comprehensive program of travel to historical sites and cultural centers in Old San Juan, Rio Piedras, El Yunque, and Ponce. Participants will keep descriptive and critical journals during the tour. Course grade and credit will be awarded on the individual projects. Two hours credit.

**FOL 1172 FIELD TRIP/STUDY — COLOMBIA, SOUTH AMERICA**

This is an introduction to the history and culture of Colombia from Pre-Conquest to present day. Emphasis will be on the historical sites and artifacts of Bogota and Cartagena. Participants will keep critical and descriptive journals during tour. Course grade and credit will be awarded based on the individual projects. Two hours credit.

**FOL 1173 FIELD TRIP/STUDY - VENEZUELA, SOUTH AMERICA**

An introduction to the history and culture of Venezuela from Pre-Conquest to present day. Emphasis will be on the historical sites and artifacts of Caracas and its environs. Participants will keep critical and descriptive journals during the tour. Course grade and credit will be awarded on the individual projects. Two hours credit.

**FOL 1174 FIELD TRIP/STUDY — PANAMA, CENTRAL AMERICA**

This is an introduction to the history and culture of Panama from Pre-Conquest to present day. Emphasis will be on the historical sites and artifacts of Panama City, Canal Zone, Colon and Cristobal. Participants will keep critical and descriptive journals during tour. Course grade and credit will be awarded on the individual projects. Two hours credit.

**FOL 1175 FIELD TRIP STUDY — YUCATAN PENINSULA, MEXICO**

This course is an introduction to the archaeological sites and artifacts of selected

areas of the Yucatan Peninsula. Two hours credit.

**FOS 1201 FOOD SERVICE SANITATION**

This course will instruct students on basic sanitation and safety for the food service operation. It will use the NIFI book, which will allow the student to receive certification from NIFI 1-0-1\*

**FRE 1120 ELEMENTARY FRENCH I**

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. 4-0-4\*

**FRE 1121 ELEMENTARY FRENCH II**

This course is a continuation of FRE 1120. The purpose of this course is to reinforce the basic skills previously acquired by students. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. 4-0-4\*

**FRE 2200 INTERMEDIATE FRENCH I**

(Prerequisite: FRE 1121 or equivalent) This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with written exercises and conversation. 3-0-3\*

**FRE 2201 INTERMEDIATE FRENCH II**

(Prerequisite: FRE 2200 or equivalent) This is a continuation of FRE 2200 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. 3-0-3\*

**FRE 2240 INTERMEDIATE CONVERSATIONAL FRENCH I**

(Prerequisite: FRE 1121 or equivalent) This course is designed to provide the student with the necessary skills to converse in the language. Daily living experiences will serve as topics for discussion and conversation in French. Intensive oral practice and vocabulary building are emphasized. 3-0-3\*

**FRE 2241 INTERMEDIATE CONVERSATIONAL FRENCH II**

(Prerequisite: FRE 2240 or equivalent) This course is a continuation of FRE 2240. The topics for conversation are broader in scope, including current events, news and related topics. Inten-

sive oral practice and vocabulary building are emphasized. 3-0-3\*

### **FSS 1004 DIETARY OPERATIONS**

(Prerequisite: FSS 1210 or permission of instructor) This is a course designed as an introduction to techniques involved in operating a food service system in health care facilities. The basic principles of menu planning, purchasing, costing, equipment, sanitation, and delivery systems are covered, along with the aspects involved in food service management in these facilities. 2-0-2\*

### **FSS 1100 MENU PLANNING AND MERCHANDISING**

This course deals with the overall aspects of menu planning design, pricing, along with the essential knowledge of proper advertising and merchandising of the food service facility in today's advertising market. 3-0-3\*

### **FSS 1112 FOOD FOR CHILDREN**

Introducing students to the problems involved with feeding children. Emphasizing principles of food preparation, planning menus to meet children's nutritional needs and motivating children to practice good eating habits. 2-2-3\*

### **FSS 1210 BASIC FOOD PREPARATION**

Principles of food selection, preparation and meal management. Buying food, serving meals and managing time, money and energy in the kitchen. 2-2-3\*

### **FSS 1221 PRINCIPLES OF QUANTITY FOOD PRODUCTION**

(Prerequisite: FSS 1210) This course offers practical experience in the handling of tools, materials and equipment. The properties and composition of food are also studied. Other subjects include: basic knowledge of meat, poultry, produce, dairy products, and staple groceries; experience in the preparation of stocks, soups, sauces, vegetables, salads, meat cutting and entrees. 2-4-4\*

### **FSS 1222 QUANTITY FOOD PRODUCTION II**

(Prerequisite: FSS 1221) This course includes the introduction to cost analysis and meat cutting of bulk versus portion cut of meats; menu terminology, both domestic and foreign; kitchen organization and preparation of schedules and cost analysis for breakfast, lunch and dinner menus; menu planning and purchasing of restaurant needs. All students will be requested to participate in the weekly creation of a luncheon. 2-4-4\*

### **FSS 1261 DINING ROOM MANAGEMENT**

This course is a blend of theory and its application. In the classroom, the student learns the proper dining room procedures from the point of view of the director of service, the dining room captain, the waiter/waitress, and the dining room attendant. In the laboratory, the hospitality management training center, the student is required to perform, on a rotation basis, the functions and responsibilities of each position.

In addition, the student will learn the procedures for the different types of service (plate service, family style, buffet service, platter service, cart service, banquet type, and others); the purchase and maintenance of chinaware, glassware, silverware and linen; wine and beverage service; sanitation and safety, the personnel function in service management. 2-2-3\*

### **FSS 1270 UNDERSTANDING WINE AND SPIRITS**

This course presents an overview of the wine and spirits trade. It begins with the basics of growing grapes and making wine. The students learn how to taste effectively, read and understand wine labels and geography. From there, beers, brews and the art of brewing are covered. Finally, sales, merchandising and retail security are discussed. Completion of "Understanding Wine and Spirits" also entitles you to exam for the Wine and Spirit Education Centers "Lower Certificate" in the prestigious MASTER OF WINE program. This course will be an option for Hospitality Management students under the Food Service track. 3-0-3\* The \$60 fee referred to under "Special Fees" is not a PBCC fee and not paid to PBCC, but is for State licenses available after completing the course satisfactorily.

### **FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT**

This course will address the aspects of food service management common to industry operations. It will stress the need for and fundamentals of organization in any managerial endeavor. Methods of planning, organizing, scheduling, training, along with labor and cost control, will be studied. The development and use of necessary departmental forms will be analyzed. Principles of sanitation and safety will be included. 3-0-3\*

### **FSS 1941 FOOD SERVICE PRACTICUM**

(Co- and/or prerequisites: FSS 1210 and

FSS 1221) This is an experience-oriented learning exercise designed to give the student a greater awareness of the differences in food service operations. The student will observe and be instructed on site. 1-6-3\*

### **FSS 2100 PURCHASING FOR THE HOSPITALITY INDUSTRY**

Emphasis will be placed on the selection and specification requirement for purchasing the major types of food. The ways and hows to purchase fruit, vegetables, meats, and grocery items. All food service standards and specifications will be covered on all food items, along with paper and alcoholic beverages. 3-0-3\*

### **FSS 2246C BAKING**

(Prerequisite: FSS 1210 or permission of instructor) Students learn the fundamentals of baking which involve preparation of yeast rolls, bread, pies, cakes, cookies, tarts, doughnuts, holiday specialties, and torten. Proper use and care for equipment, together with sanitation and hygienic work habits and their conformance with health laws are emphasized. 2-4-4\*

### **FSS 2248 PASTRY AND GARDE MANGER I**

(Co- or prerequisites: FSS 1210, FSS 1221) This course stresses basic garde manger principles, as well as a thorough understanding of the functions and duties of the department as it relates and integrates into other kitchen operations. In addition to that, specific focus is placed on introduction to specialty work which includes buffet decorations, and understanding equipment and area planning. 2-4-4\*

### **FSS 2249 PASTRY AND GARDE MANGER II**

(Prerequisite: FSS 1210, FSS 1221, and FSS 2248) This course stresses the specialty work of the garde manger, including tallow, ice sculpting, center pieces, buffets and their various decorations, aspic and chaud froid work. Buffet planning and production is discussed. 2-4-4\*

### **FSS 2251 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE**

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing equipment use and care, sanitation and safety. 3-0-3\*

### **FSS 2401 HOSPITALITY EQUIPMENT LAYOUT AND DESIGN**

This course will cover the design and layout of various work areas, specifications of equipment, and how to design facilities of maximum utilization, always taking into account cost, work safety and individual requirements. This course will cover all areas of the hospitality industry. 3-0-3\*

### **FSS 2500 FOOD AND BEVERAGE COST CONTROL**

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 3-0-3\*

### **GEB 1011 INTRODUCTION TO BUSINESS**

The objectives of this course are four-fold: (1) To give the beginning business student an opportunity to learn about business, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and in reading business periodicals, (3) to help the student acquire a better understanding of the workings of the free enterprise system, and (4) to identify various career opportunities. 3-0-3\*

### **GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION**

This course is an introduction to cultural and world geography through a study of selected regions. Ecological and conservation problems are emphasized. The course also includes an explanation of geographical materials and their uses. 3-0-3\*

### **GEY 2000 GERONTOLOGY**

A practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income, employment, physical health, mental health, housing, transportation, and criminal victimization. Also included are the Older Americans Act, the Areawide Councils on Aging, Multi-purpose Human Services Resources, local, state, and national. The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services. 3-0-3\*

### **GLY 1000 DESCRIPTIVE GEOLOGY**

A study of the materials, structure and surface of Earth and processes which have produced or shaped them. Related laboratory exercises, demonstrations, and local field trips are included. 3-0-3\*

### **GRA 1500C GRAPHIC ARTS INDUSTRIES**

An introductory course designed for the student who is considering a career in the graphics arts industry. Students will go on field trips to printing, publishing, and other graphic arts firms and will receive an orientation to graphic arts materials and processes by use of laboratory demonstrations. There will be a study of developments in technology, management, and scientific applications and their effects on the industry. 1-4-3\*

### **GRA 1501C GRAPHIC ARTS TECHNOLOGY I**

An introduction to the printing processes including letterpress, offset, gravure, screen printing, xerography, and duplicating techniques. Students will study the historical aspects of the development of printing and learn the limitations of the processes and types of work most appropriate for each reproduction process. Laboratory exercises include the camera work on the graphic arts process camera, basic stripping and contact printing techniques. 2-2-3\*

### **GRA 1530C TYPOGRAPHY I**

(Prerequisite: ART 1230C) An introduction to the selection and use of type faces and lettering styles for aesthetics and readability. Includes the historical development of printing types; principles of setting metal type, phototypesetting, and computerized typesetting; typeface classification; rules of good typographic practice; experience in setting headings, copy fitting, proofreading and field trips. 1-4-3\*

### **GRA 1531 TYPOGRAPHY II**

(Prerequisite: GRA 1530C) This course is a continuation of Typography I (GRA 1530C) and is to prepare the student for advanced study in graphic design or to begin employment. 3-0-3\*

### **GRA 1545C INTRODUCTION TO GRAPHIC DESIGN**

This course emphasizes tools, equipment and materials used in advertising, primarily those involved in publication. Layout procedures, mechanicals and registration are important factors. 2-2-3\*

### **GRA 1550C PACKAGE DESIGN**

This course covers the study of package graphics and visual presentation of products, point of purchase displays, graphic art, and television advertisement. 2-2-3\*

### **GRA 1570C GRAPHIC REPRODUCTION PROCESSES**

This course is a practical approach to producing line and half-tone photography. Litho films, special effects, chemicals and various concepts are emphasized. 2-2-3\*

### **GRA 1573C GRAPHIC ARTS TECHNOLOGY II**

(Prerequisite: GRA 1501C or permission of instructor) This course covers process camera procedures used with continuous tone copy and the resultant halftone negative. Laboratory exercises include the preparation of negatives and positives for plate making. 1-4-3\*

### **GRA 1743C ILLUSTRATION I**

(Prerequisite: ART 2510C, ART 2302C) This course covers pencil, pen and ink, crayon and other media. Subject matter, detail, technique and handling are prime considerations. 2-2-3\*

### **GRA 1746C ILLUSTRATION II**

(Prerequisite: GRA 1743C or instructor's permission) This course covers various painting mediums and styles which develop the student's ability to portray subject matter in an accurate and readable form. 2-2-3\*

### **GRA 1950C PRODUCTION GRAPHICS**

(Prerequisite: permission of instructor) This is a graphic arts course in which students gain professional knowledge and skills through the actual production of a printed publication or other printed matter. Students will be involved with the full spectrum of publication production graphics. Editorial management, design and layout, copy writing, photography, and technical graphic arts will be included, with concentration on the student's area of specialty. 1-4-3\*

### **GRA 2505C SCREEN PRINTING**

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) An introductory course in the study of the theory and practice of screen printing. Students will gain skills in stencil cutting, frame construction, and photographic techniques in screen printing. There will be a study of some of the economic and commercial aspects of screen printing and also its place in the

fine arts. Value, color separation, and color percentages are introduced. 1-4-3\*

#### **GRA 2508 INK AND COLOR**

An introductory course in the mixing and color matching of printing inks. Students will gain skills in manipulating inks to suit paper and press and learn basic requirements of ink for other particular applications. There will be a study of paper manufacturing, the selection of papers according to usage, and cost estimating. 1-4-3\*

#### **GRA 2547C ENVIRONMENTAL GRAPHICS**

(Prerequisite: GRA 1530C, GRA 1550C) This course covers the orientation, direction and destination of pedestrian and vehicular traffic. Specific situations in environmental graphics are addressed. 2-2-3\*

#### **GRA 2784C GRAPHIC ARTS TECHNOLOGY III**

(Prerequisites: GRA 1501C and GRA 1573C or permission of instructor) This course gives advanced training according to the individual educational needs and capabilities of each student. Personal growth and skill development in advertising design, typography, copy preparation, process camera work and stripping. 1-4-3\*

#### **HFF 0190 CHEF APPRENTICESHIP EXPERIENCE**

The apprentice must work 6,000 hours on-the-job training in addition to the course work taken at Palm Beach Community College. Apprentices will rotate throughout the kitchen to complete training objectives, as outlined in the Apprenticeship Training Objective Handbook for the American Culinary Federation. The following are approximate hours required:

Core Organization - 60 hours  
Related Tasks - 600 hours  
Vegetable-Fruit Preparation - 600 hours  
Breakfast Cookery - 360 hours  
Sandwich Preparation - 360 hours  
Stocks and Soups - 260 hours  
Sauce Cookery - 600 hours  
Frying Methods - 360 hours  
Garde Manger Section - 600 hours  
Garnishing and Presentation - 240 hours  
Hot Hors d'oeuvres  
Aromatics of the Kitchen - 120 hours  
Potato Cookery - 120 hours  
Meat Cookery - 600 hours  
Fish Cookery - 540 hours  
Pasta and Rice Cookery - 180 hours  
Conversion of Convenience Foods - 120 hours

Each Module represents 1/6 of the work experience.

Module A, B, C, D, E, F  
Instruction - 90 hours.

#### **HFT 1000 INTRODUCTION TO THE HOSPITALITY BUSINESS**

The student will identify significant events and dates in the historical development of the hospitality business, compare the present scope of the business at the national, state and county level, differentiate departmental and job responsibilities in a large-size hotel and restaurant. 3-0-3\*

#### **HFT 1860 BAR MANAGEMENT**

The student will be familiarized with: 1) The alcohol laws and servers' responsibility; 2) Basic mechanics and principles of bartending; and 3) Basic understanding of production process of all alcoholic beverages. 1-0-1\*

#### **HFT 1949 CO-OP: HOSPITALITY MANAGEMENT I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job hospitality management assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **HFT 2042 HOSPITALITY MANAGEMENT INTERNATIONAL STUDY TOUR**

This course will enable the hospitality student to see first hand how the hotel and restaurant industry operates in European countries. Visitation to hotels, restaurants and clubs, along with lectures, will create a long-lasting view of the industry. Three hours credit.

#### **HFT 2220 PERSONNEL MANAGEMENT PRACTICES**

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3-0-3\*

#### **HFT 2250 HOTEL-MOTEL FINANCIAL MANAGEMENT**

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3\*

#### **HFT 2300 HOUSEKEEPING MANAGEMENT**

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3\*

#### **HFT 2320 HOTEL AND RESTAURANT PROPERTY MANAGEMENT**

This course is a study of the components of an engineering system in a lodging and food-service establishment. Emphasis is given to blueprint interpretations, basic electrical systems, plumbing, swimming pools, air-conditioning systems, etc. 3-0-3\*

#### **HFT 2410 HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES**

A study of the functions, procedures and organization of the front office department in a medium and large hotel, with emphasis on reservations and front office psychology. 3-0-3\*

#### **HFT 2434 CLUB MANAGEMENT**

This course is designed to give the student the basic understanding of management in regards to clubs and resorts. It will cover private and semi-private clubs and resorts, and will teach the students the difference of managing a club versus restaurants or hotels; also, the required knowledge for facility and recreational management. 3-0-3\*

#### **HFT 2510 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS**

A study of advertising principles as they relate to the promotion of sales in hotels and restaurants. 3-0-3\*

#### **HFT 2600 LEGAL ASPECTS OF HOTEL AND FOOD SERVICE ADMINISTRATION**

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3\*

#### **HFT 2949 CO-OP: HOSPITALITY MANAGEMENT II**

This course is a continuation of HFT 1949. 1-10-3\*

#### **HIS 2950 TRAVEL/STUDY: BRITISH HISTORY (1)**

From a variety of offerings, the student

may choose lectures at Cambridge University, England, on one of the following: An Outline of British History I, II, or III, the History of Shakespeare's England, Britain in the Modern World, Twentieth-century British History. 3-0-3\*

#### **HIS 2951 TRAVEL/STUDY: BRITISH HISTORY (2)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on two of the following: An Outline of British History I, II, or III, the History of Shakespeare's England, Britain in the Modern World, Twentieth-century British History. 6-0-6\*

#### **HSA 1100 THE NATION'S HEALTH**

This course assumes that America's system of health care is on the examining table. It explores such issues as the possible overmedicalization of society, the potential impact of national health insurance and the needs of the poor and the aged. It examines the political, ethical, economic, and social issues surrounding medical science, modern drugs, and biomedical research. 3-0-3\*

#### **HSC 1400 STANDARD FIRST AID AND CPR**

This course provides the information and skills necessary to meet certification requirements by the American Red Cross. Students will also be instructed and certified in cardiopulmonary resuscitation. 0-2-1\*

#### **HSC 2200 LIFE SCIENCE AND HEALTH**

This course is designed to provide students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for themselves, family, and society. Current health findings are used to establish an awareness of various health needs in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon stress management, fitness, nutrition, and the development of an effective personal life style. 3-0-3\*

#### **HUN 1001 BASIC NUTRITION**

This course consists of the fundamental principles, findings, concepts, and applications of normal nutrition for the food service industry. 2-0-2\*

#### **HUN 1201 ELEMENTS OF NUTRITION**

A course designed to consider the principles necessary to promote optimum nutrition throughout the life cycle.

Consideration is given to the changing nutritional scene and area of controversy which have developed. The course answers the questions: Why we eat; what we eat; and how the body utilizes the food we eat. Emphasis will be placed on evaluation of nutritional practices. 3-0-3\*

#### **HUS 1003 INTRODUCTION TO HUMAN SERVICES**

An orientation to the field of human services, history, current concepts and roles of beginning professionals is reviewed and discussed. Community services and resources are studied. New approaches to meeting human needs are explored. The knowledge, skills and attitudes essential to the beginning professional are investigated. There is a whole new spectrum of challenges today in the field of human services, and the new professional — the human services specialist — is meeting them. Human services specialists go wherever people are having problems and needs. They learn techniques and skills in areas such as behavior modification, family therapy, problem solving, counseling, interviewing and case management. 3-0-3\*

#### **HUS 1100 COUNSELING AND INTERVIEWING**

This course includes skills, knowledge and attitudes of counseling and problem-solving as used in a therapeutic relationship, or in everyday situations. Using a combination of teaching techniques, including demonstration, exercises, practice, reading assignments and field work, the course develops counseling skills for the client-counselor relationship. Students will learn and practice problem-solving techniques that will help the client identify problems and work systematically for solutions and resolutions. Interviewing is taught as a component of the counseling process. Techniques used in assessing the client and the problems are taught as part of the counseling, problem-solving, interviewing process. Active listening, reflecting, questioning, summarizing, problem-solving, starting a session, and ending a session, are taught in this course. 3-0-3\*

#### **HUS 1200 PRINCIPLES OF GROUP DYNAMICS**

A course designed to help students realize their potential for growth more fully, and to increase their ability to work effectively with others in a variety of situations. Lectures, discussions and reading material will consider group processes including factors of cohesion, conflict, individual roles, communications sys-

tems, tasks and problem-solving. Techniques of psychodrama, role playing, and sociodrama will be explored. 3-0-3\*

#### **HUS 1531 COUNSELING THE CHEMICALLY DEPENDENT PERSON**

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role playing and critique are part of this instruction. 3-0-3\*

#### **HUS 1850 FIELD WORK IN HUMAN SERVICES I**

(Prerequisite: HUS 1003 and HUS 1100) This course offers an understanding of the role and function, programs and services of a variety of human services organizations, including the not-for-profit agencies (280) listed in the "Where To Turn" Human Services Directory provided by the United Way of Palm Beach County. In addition, the students study the private sector of human services organizations, and the individuals involved in a variety of private practice professions. The students study the team approach to human services, as well as the dyad, or one-to-one approach to helping and problem-solving. 2-0-2\*

#### **HUS 1850L FIELD WORK IN HUMAN SERVICES I INTERNSHIP**

(Co-requisite: HUS 1850) Each student is assigned to a human services program to work under supervision for 12 hours per week, for eight weeks. The student will be supervised by the instructors of this course and by personnel of the Human Services Program. The focus of field work internship is to learn by doing, and learn by observation in a variety of client-staff encounters. On-the-job training for students will include such tasks as interviewing and counseling clients and their families, assessment and planning with clients, monitoring and observation, problem solving, participating in group therapy, and individual therapy, intervention and treatment under supervision of agency personnel, linking clients with community resources and case management. 0-6-2\*

#### **HUS 2520 PSYCHOTHERAPY: THEORY AND PRACTICE**

(Prerequisite: PSY 2012) The student will obtain a basic knowledge of understanding of the current systems of psychotherapy to include terminology, modality types, and effectiveness in regard to specific syndromes and/or dysfunctions. 3-0-3\*

**HUS 2851 FIELD WORK IN HUMAN SERVICES II**

(Prerequisite: HUS 1850) A continuation of learning about the role and function, programs and services of many of the more than 300 public and private human services organizations serving Palm Beach County. Students will examine their own unique roles as "beginning professionals" in the rapidly changing and challenging areas of help and service for those in need. 2-0-2\*

**HUS 2851C FIELD WORK IN HUMAN SERVICES II INTERNSHIP**

(Co-requisite: HUS 2851) This is a second module of field work to enable each student to participate in a second area of "learning by doing" or on-the-job training. Students will continue to work under supervision and to keep a daily journal of their on-the-job experience to share with their classmates and instructors in the weekly seminars (HUS 1850 and HUS 2851). 0-6-2\*

**IDS 1180 TEST-TAKING SKILLS**

This course is designed to help students become more skillful at taking tests. Emphasis will be on improving student achievement on a variety of exams, including essay, objective and standardized tests. One elective credit; one contact hour per week.

**IDS 1185 HUMAN ISSUES: PROBLEMS AND ANALYSIS (HONORS COURSE)**

The class will select a theme from a limited choice of human and global issues as a term focus. They will be presented with techniques of information gathering. Students will divide into interest groups, set goals, and gather information with the objective of preparing a presentation that will be video taped. 3-0-3\*

**IDS 2109 CLAST REVIEW COURSE**

This course is intended as a review of the competencies tested on the State-mandated CLAST examination. Topics will include the essay, writing, reading, and computation subtests on the CLAST examination. Three semester hours elective credit.

**IND 1012C INTRODUCTION TO INTERIOR DESIGN**

This course aims to define the various principles of interior design, as well as the associated variabilities and their applications. Its purpose is also to acquaint the student with a certain amount of both historical and contemporary references. 2-2-3\*

**IND 1013 HISTORY OF PERIOD FURNITURE**

A course designed to provide knowledge of the development of furniture throughout history. It will enhance the ability to recognize and use eclectic combinations in the homes of today. This will include the study of fabrics, accessories and architectural details. Each student will assemble a comprehensive notebook combining renderings and photographs. 3-0-3\*

**IND 1014C INTERIOR DESIGN — PROXEMICS**

(Prerequisite: IND 1012C) This course regards the use and psychology of space planning. This involves an understanding of the space required for various functions in everyday life, as well as the specific functions of workers and the items used (furniture, machines, appliances, etc.) to carry out such functions. 2-2-3\*

**IND 1016C INTERIOR DESIGN — LIGHTING AND ELECTRICAL**

(Prerequisite: IND 1012C) This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems in commercial and residential applications. 2-2-3\*

**IND 1018C INTERIOR DESIGN APPLICATION OF ENVIRONMENTAL FACTORS**

(Prerequisite: IND 1012C) This course informs the student of historical and contemporary uses of environmental conditioning factors and their applications. 2-2-3\*

**IND 2010C PRACTICAL APPLICATIONS IN INTERIOR DESIGN**

(Prerequisite: IND 1014C, IND 1016C, IND 1018C) This course requires the advanced interior design student to utilize all previously learned skills in an orderly and business-like way. Detailed composite presentations will be developed. 2-2-3\*

**IND 2011 BUSINESS PROCEDURES FOR INTERIOR DESIGNERS**

(Co-requisite: IND 2010C) This course covers business processes such as contracts, pricing, profits and invoicing, as they relate to the interior design profession. 3-0-3\*

**IND 2012C ADVANCED PORTFOLIO INTERIOR DESIGN**

(Prerequisite: IND 2010C) This course prepares the student for entry into the

professional world of interior design. A final portfolio of presentation techniques will be developed to use for employment, professional accreditation, or to show prospective clients. 2-2-3\*

**IND 2013 PROFESSIONAL PRACTICES IN INTERIOR DESIGN**

(Prerequisite: IND 2011) This course includes a study of legal and ethical practices in designer-client relationships. Bookkeeping and accounting procedures for interior designers will be covered. 3-0-3\*

**IND 2014C INTERIOR RENDERING**

(Prerequisite: ART 1305C) This course is a continuation of Freehand Perspective. Architectural rendering techniques will be explored. Although interiors will be the primary subject, some exterior problems for architects will be included. 2-2-3\*

**IND 2016C MODEL BUILDING**

(Prerequisite: ART 1305C) This course explores the construction methods and techniques necessary to translate architectural and interior drawings into three-dimensional scale models. 2-2-3\*

**INR 2002 INTERNATIONAL RELATIONS**

This course introduces the student to the nature of international relations, nationalism, imperialism, militarism, armaments, history of international relations, foreign policies, functions and problems of democracy, international organizations, the United Nations. 3-0-3\*

**ISS 2202 INTRODUCTION TO CANADIAN STUDIES**

This course is designed as a broad, multidisciplinary introduction to the panorama of Canadian life. Studies show that there is a great gap in the knowledge of most Americans when considering Canada; yet, Canada is our closest neighbor with a 5,000-mile common border, our closest ally in defense, and our greatest trading partner. In addition, it is estimated that 1½ million Canadians are in Florida at any time of the year and thousands of jobs in Florida are dependent on our trade with Canada.

The purpose of the course is to introduce students to a broad range of Canadiana so that informed judgments can be made about Canada and Canadian-American relations. 4-0-4\*

**ITA 1120 ELEMENTARY ITALIAN I**

A basic knowledge of Italian grammar and composition, reasonable pronunciation

tion, and familiarity with the life and culture of native speakers of the language is provided in this course. 4-0-4\*

### **ITA 1121 ELEMENTARY ITALIAN II**

This course is a continuation of ITA 1120. The purpose of this course is to reinforce the basic skills previously acquired by students. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. 4-0-4\*

### **ITA 2200 INTERMEDIATE ITALIAN I**

(Prerequisite: ITA 1121 or equivalent) This course is a review of the basic structure of spoken and written Italian. Readings in Italian on the elementary level are emphasized. Each student may be required to spend one hour per week listening to language laboratory recordings at the audio center on campus. Subject to proficiency testing. 3-0-3\*

### **ITA 2201 INTERMEDIATE ITALIAN II**

(Prerequisite: ITA 2200 or equivalent) This course is a continuation of ITA 2200. There are readings in Italian on the intermediate level. Subject to proficiency testing. 3-0-3\*

### **JOU 1100 BASIC WRITING FOR MASS COMMUNICATIONS**

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3\*

### **JOU 2103 REPORTING AND WRITING TECHNIQUES**

(Prerequisite: JOU 1100 or equivalent or permission of Division Chairperson) This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. 3-0-3\*

### **LAH 2021 LATIN AMERICAN HISTORY — COLONIAL PERIOD**

This course surveys the social, political economic, and military background of Latin America. Beginning with the pre-Colombian era, it precedes through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3\*

### **LAH 2022 LATIN AMERICAN HISTORY — NATIONAL PERIOD**

This course begins with the background of the wars for independence and proceeds to present day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3\*

### **LIT 2110 WORLD LITERATURE TO 1600\*\***

(Prerequisite: ENC 1101) A study of selected works of the ancient, medieval, and Renaissance worlds. 3-0-3\* Written work: 3,000 words.

### **LIT 2120 WORLD LITERATURE AFTER 1600\*\***

(Prerequisite: ENC 1101) This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3\* Written work: 3,000 words.

### **LIT 2950 TRAVEL/STUDY: BRITISH LITERATURE(1)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on one of the following: Shakespeare's Texts I, II, or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists, and Twentieth-century Poetry. This course fulfills the general education requirement for literature. 3-0-3\*

### **LIT 2951 TRAVEL/STUDY: BRITISH LITERATURE(2)**

From a variety of offerings, the student may choose to attend lectures at Cambridge University, England, on two of the following: Shakespeare's Texts I, II, or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists, and Twentieth-century Poetry. This course fulfills the general education requirement for literature. 6-0-6\*

### **MAC 1104 COLLEGE ALGEBRA**

(Prerequisite: MAT 1033 or adequate score on placement test and two years of high school algebra) Topics included are relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions. 3-0-3\*

### **MAC 1114 TRIGONOMETRY**

(Prerequisite: MAC 1104 or adequate score on placement test) This is a study of the trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, and complex numbers. 3-0-3\*

### **MAC 2233 SURVEY OF CALCULUS**

(Prerequisite: MAC 1104 or equivalent) Not open to students who have credit in MAC 2311. This course involves the study of rates of change, derivatives and integration with applications to business. 3-0-3\*

### **MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I**

(Prerequisite: MAC 1114 or adequate score on placement test and high school trigonometry) This is the first of a three-term sequence. Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. 4-0-4\*

### **MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II**

(Prerequisite: MAC 2311) This is the second of a three-term sequence. Topics included are techniques of integration, conic sections, polar coordinates, parametric equations, applications, and infinite series. 4-0-4\*

### **MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III**

(Prerequisite: MAC 2312) This is the third of a three-term sequence. Topics included are solid analytic geometry and vectors in space, particle differentiation, multiple integration, and line integrals. 4-0-4\*

### **MAN 1949A CO-OP: MIDMANAGEMENT I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job midmanagement assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **MAN 1949B CO-OP: MIDMANAGEMENT II**

This course is a continuation of MAN 1949A. 1-10-3\*

\*Lecture-Lab-Credit Hours

\*\*This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

**MAN 2021 PRINCIPLES OF MANAGEMENT**

This course provides a basic study of the principles of management, planning, organizing, staffing, and controlling. The principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces are all covered. 3-0-3\*

**MAN 2800 SMALL BUSINESS MANAGEMENT**

In-depth analysis of the basic principles of starting and managing a small business, and the many opportunities for entrepreneurial success in a free enterprise system. Included are the business and managerial functions of how to organize, staff, direct and control the business areas of sales, production, purchasing, finance, and personnel. 3-0-3\*

**MAN 2949A CO-OP: MIDMANAGEMENT III**

This course is a continuation of MAN 1949B. 1-10-3\*

**MAN 2949B CO-OP: MIDMANAGEMENT IV**

This course is a continuation of MAN 2949A. 1-10-3\*

**MAP 2302 DIFFERENTIAL EQUATIONS**

(Prerequisite or co-requisite: MAC 2313) Topics included are ordinary differential equations with applications, the Laplace transform, differential operators systems of equations, orthogonal trajectories, electric networks and inverse transforms. 3-0-3\*

**MAN 2011 PRINCIPLES OF MARKETING**

This course emphasizes planning marketing strategy. The topics covered include: The macro role in society and the micro role of business, the external environments affecting marketing, marketing research, behavioral features of the consumer market and intermediate customers, market segmentation and developing the marketing mix of product, place, promotion, and price. 3-0-3\*

**MAN 2999 INTERNATIONAL CURRENT BUSINESS PRACTICE**

This course is a basic study of the nature of business activities between nations. The content is designed to give emphasis

on actual international business activity in the form of visits to foreign business enterprises. These on-site visits will be supplemented by classroom work before and after the trip. 3-0-3\*

**MAT 1000 MATHEMATICS (College Preparatory)\*\***

A course covering basic arithmetic skills with heavy emphasis on applications. Computations are made with whole numbers, fractions, decimals and percents. Ratios, proportions and statistics apply the skills to interpretation of data. Customary units of measurement in both U.S. and Metric Systems are applied to perimeters, areas and volumes. Graded Passing or Not Passing (P or N). Three contact hours per week.

**MAT 1024 ELEMENTARY ALGEBRA**

(Prerequisite: Successful completion of MAT 1000) This course is designed to prepare students for MGF 1103 and/or MAT 1033 — and will cover basic algebra concepts, including the real numbers system, polynomials, linear equations, exponents and radicals, and quadratic equations. It places particular emphasis on mastering the mechanical skills of algebra and becoming fluent in the symbols, techniques, and language of algebra. Graded Passing or Not Passing (P or N). Three contact hours per week.

**MAT 1033 INTERMEDIATE ALGEBRA**

(Prerequisite: Successful completion of MAT 1024 or one year of high school AND adequate score on placement test) This course is designed to prepare the student for MAC 1104. Topics included are sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. 3-0-3\*

**MGF 1103 GENERAL EDUCATION MATHEMATICS I**

(Prerequisite: One year of high school algebra OR MAT 1024 AND adequate score on placement test) This course includes Introduction to Algebra, Geometry, and the Metric System. 3-0-3\*

**MODULE F: GEOMETRY**

This module is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement and construction. 1-0-1\*

**MODULE H: INTRODUCTION TO ALGEBRA**

This module serves as an introduction to

the basic concepts of algebra including the solution of simple linear equations and graphing. (Not recommended for students who have had more than one year of high school algebra) 1-0-1\*

**MODULE I: CONSUMER MATHEMATICS**

This module is a study of practical mathematics with applications to daily living. 1-0-1\*

**MODULE J: THE METRIC SYSTEM**

This module is a study of the basic units of measurement in the metric system, including conversion of units. 1-0-1\*

**MODULE K: RATIO AND PROPORTION**

This module is a study of ratio, proportion and variation, fractions, decimals and percents with applications. (Nursing students only) 1-0-1\*

**NOTE:** The above modules are offered on an individual basis through the Center For Personalized Instruction. These modules are offered all terms and in the express term. Not available to students who have taken MGF 1103 or MGF 1104. 1-0-1\*

**MGF 1104 GENERAL EDUCATION MATHEMATICS II**

(Prerequisite: MAT 1024 OR one year of high school algebra PLUS adequate score on placement test) This course includes Probability and Statistics, Logic, and other number bases. 3-0-3\*

**MODULE E: MATHEMATICAL LOGIC**

This module involves an analysis of sentence structure and truth values and includes a study of valid and invalid arguments and methods of proof. 1-0-1\*

**MODULE G: PROBABILITY AND STATISTICS**

This module includes the study of the fundamental laws of probability, the measures of central tendency, standard deviation and the normal distribution.

**MODULE L: INTRODUCTION TO COMPUTER TECHNOLOGY**

This module acquaints the students with the basic uses and operational aspects of the computer. Included are flow-charting and the solving of mathematical problems using computers and the basic language. 1-0-1\*

**NOTE:** The above modules are offered

\*Lecture-Lab-Credit Hours

\*\*This course is required of all students entering the college with test scores indicating a need for developmental work, before embarking on the college-level curriculum.

on an individual basis through the Center for Personalized Instruction. These modules are offered all terms and in the express term. Not available to students who have taken MGF 1103 or MGF 1104. 1-0-1\*

#### **MKA 1041 PRINCIPLES OF RETAILING**

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. 3-0-3\*

#### **MKA 1511 ADVERTISING**

This course has been planned for students wanting strong preparation in the field of advertising. Students learn the conceptual foundation which provides the necessary theoretical framework for understanding advertising, the planning stage required for successful advertising, and the actual execution of an advertising campaign. 3-0-3\*

#### **MKA 1949A CO-OP: MERCHANDISING I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job merchandising assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **MKA 1949B CO-OP: MERCHANDISING II**

This course is a continuation of MKA 1949A. 1-10-3\*

#### **MKA 2021 SALESMANSHIP**

This course is designed to prepare the student for entry into the field of selling. The student learns buyer characteristics and behavior patterns, prospecting, planning and delivering the presentation, handling objections, and closing the sale; dealing with the legal, social, ethical and personal responsibilities of the salesperson; and the nature and scope of sales management. 3-0-3\*

#### **MKA 2042 PRINCIPLES OF RETAILING II**

(Prerequisite: MKA 1041 Principles of Retailing I) This course covers the fields of retail product merchandising. It includes the study of basic merchandise knowledge; display; men's, women's and children's inner and outer apparel items; and home goods. 3-0-3\*

#### **MKA 2752 INTERNATIONAL MARKETING**

This course presents basic marketing principles from an international point of view. Students will gain insight into international marketing by virtue of making actual visits to overseas corporations, along with overseas offices of American corporations. Scope of the course will cover pricing, advertising methods and channels of distribution on an international level. Classroom work before and after the overseas trip will be required. 3-0-3\*

#### **MKA 2949A CO-OP: MERCHANDISING III**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job merchandising assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **MKA 2949B CO-OP: MERCHANDISING IV**

This course is a continuation of MKA 2949A. 1-10-3\*

#### **MMC 1000 SURVEY OF COMMUNICATIONS**

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3\*

#### **MMC 1949 CO-OP: MASS COMMUNICATIONS I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-co-

ordinator determine the objectives for the on-the-job communications assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor. 1-10-3\*

#### **MMC 2949 CO-OP: MASS COMMUNICATIONS II**

This is a continuation of MMC 1949. 1-10-3\*

#### **MNA 1392 CUSTOMER SERVICES I**

This course is designed to provide the student with an in-depth knowledge of all services provided for postal customers. It covers customer relations, retailing postal products, and nonpostal services. Special emphasis is placed on means to achieve and manage a professional window service operation. The duties of customer service representatives are also reviewed. 3-0-3\*

#### **MNA 1393 CUSTOMER SERVICES II**

This course is a continuation of MNA 1392, Customer Services. It is designed to provide a functional knowledge of mail delivery and collection systems within the Postal Service. Based on management's approach to delivery service, the first part of the course covers the duties, responsibilities and skills needed in the carrier crafts. Two management training programs, "Methods Improvement Plan/Standard Operation Procedures" and "Route Inspections and Evaluations," are explained and emphasized throughout the course. Management of rural delivery service, along with the Fair Labor Standards Act requirements, are also explained. 3-0-3\*

#### **MNA 1394 POSTAL FINANCE I**

This course explores the areas of how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and an explanation of the three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, timekeeping, travel regulations, and administrative services. 3-0-3\*

#### **MNA 1395 MAIL PROCESSING I**

This course covers the following topics: Mail classification and rates; service standards; postal terminology; the four functions of mail processing; distribution systems; mail processing objectives and responsibilities; the mail preparation operation; manual distribution; revenue protection; and the bulk mail centers. 3-0-3\*

**MNA 1396 MAIL PROCESSING II**

This is the second course in mail processing and automation. It covers the following topics: postal mechanization; machine distribution; human resources management in mail processing; reporting systems and data analysis; operational planning; scheduling and staffing; budgeting and functional coordination with customer services. 3-0-3\*

**MNA 2100 HUMAN RELATIONS**

This course formulates a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: Motivation, morale, productivity, organization, communications, work and incentives, leadership, and executives and their roles. 3-0-3\*

**MNA 2303 INTRODUCTION TO PUBLIC PERSONNEL MANAGEMENT**

(Prerequisite: POS 2112 or permission of instructor) This course concentrates on the major issues facing the manager of public employees. These include selection and promotional process, performance appraisal systems, labor relations, employee rights and the future concerns of public sector employment. 3-0-3\*

**MNA 2345 PRINCIPLES OF SUPERVISION**

This course is designed to provide the student with an overview of the first level of management, which deals primarily with the management of people. The focus will be on the supervisory process: examining the functions of planning, organizing, staffing, directing, controlling, and their relationships to the daily responsibilities of the supervisor. 3-0-3\*

**MNA 2397 POSTAL EMPLOYEE RELATIONS**

This course involves the actual functions of the employee relations office in relation to the services it provides for postal employees. Course content includes the policies and practices concerning selection, placement, training, and promotion of employees. Also covered are self-development training programs, EEO practices, insurance and retirement benefits, awards programs, salary schedules, and safety and health. 3-0-3\*

**MNA 2398 POSTAL LABOR RELATIONS**

This course presents an overview of laws and practices as related to labor-management in the Postal Service. Emphasis is placed on the national and local agree-

ments, the various bargaining units and associations in the U.S. Postal Service, the grievance procedures, the disciplinary action procedures, and the National Labor Relations Board. 3-0-3\*

**MNA 2399 POSTAL FINANCE II**

This course is a continuation of MNA 1394, Finance I. It is designed to provide extensive understanding of financial management principles in the Postal Service. Also studied are Public Law 91-375, Postal Reorganization Act of 1970, and Fiscal Handbook F-1, Financial and Cost Controls. 3-0-3\*

**MRE 2001 MEDICAL TERMINOLOGY**

This course is designed to acquaint the student, who is preparing for a health-related vocation, with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and use of medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields. 3-0-3\*

**MTB 1103 BUSINESS MATHEMATICS**

This course includes information and practice in practical business situations involving bank and sales records, business percentages, financial charges, payrolls and taxes, statistics, and computers, financial statements, insurance, bonds, compound interest and present value, stocks and annuities. 3-0-3\*

**MTB 1321 TECHNICAL MATHEMATICS I**

(Prerequisite: MAT 1033 or equivalent) This course and MTB 1322 form a sequence to be offered to technology majors. Topics included are as follows: algebraic expressions and operations, quadratic equations, exponentials and logarithms, trigonometry, rectangular and polar coordinates, complex numbers, vectors, linear systems of equations. 3-0-3\*

**MTB 1322 TECHNICAL MATHEMATICS II**

(Prerequisites: MTB 1321 or MAC 1114) Topics included are descriptive statistics, applications, the straight line, conics, limits, derivatives, integration, applications. 3-0-3\*

**MUC 2301 INTRODUCTION TO ELECTRONIC MUSIC I**

This course is designed as an introduction to the basic hardware component

(tape recorder, mixer, synthesizer, computer) and their functions in electronic music. 3-0-3\*

**MUC 2302 INTRODUCTION TO ELECTRONIC MUSIC II**

(Co- or prerequisite: MUC 2301 or permission of instructor) This course is designed as a continuation of MUC 2301. It will include techniques of sound mixing, sequencing, and sampling. The class meets three hours per week. 3-0-3\*

**MUE 2440 STRING TECHNIQUES\*\***

This course provides basic instruction in string instruments. Music education majors are required to have instruction in one of the following: 0-2-1\*

- |           |                |
|-----------|----------------|
| A. Violin | C. Cello       |
| B. Viola  | D. String Bass |

**MUE 2450 WOODWIND TECHNIQUES\*\***

This course provides basic class instruction in woodwind instruments. Music education majors are required to have instruction in one of the following: 0-2-1\*

- |             |              |
|-------------|--------------|
| A. Clarinet | C. Saxophone |
| B. Flute    |              |

**MUE 2460 BRASS TECHNIQUES\*\***

This course provides basic class instruction in brass instruments. Music education majors are required to have instruction in one of the following: 0-2-1\*

- |                |             |
|----------------|-------------|
| A. Trumpet     | C. Trombone |
| B. French Horn | D. Tuba     |

**MUE 2470 PERCUSSION TECHNIQUES\*\***

This course provides class instruction in the basic percussion instruments and is required of music education majors. 0-2-1\*

**MUH 2018 HISTORY AND APPRECIATION OF JAZZ**

The development of jazz will be studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered, as well as principles in how to listen to jazz. Objectives will be achieved through the use of lectures, films, slides, and live performance in and out of class. 3-0-3\*

**MUH 2111 INTRODUCTION TO MUSIC HISTORY I**

(Antiquity through the Eighteenth Century) This course is designed for the music major as a beginning course in music history. The syllabus includes the study of

\*Lecture-Lab-Credit Hours

\*\*A special fee of \$20.00 is required.

the music literature (composers, forms, styles) of Western Civilization in chronological sequence. Lecture sessions will be supplemented by reading and listening assignments along with score analysis. 3-0-3\*

#### **MUH 2112 INTRODUCTION TO MUSIC HISTORY II**

(Nineteenth and Twentieth Centuries) This course begins with the study of the music of Beethoven and extends on to include contemporary music literature and its composers. Special consideration is given to the music of America. 3-0-3\*

#### **MUL 1010 MUSIC APPRECIATION\*\***

This course is a survey of the historical periods of music development. It includes a study of styles, forms, and composers and their works. It is designed to provide the student with a basis for intelligent listening and to help the student develop a more thorough understanding of music. The course offers credit in general education for nonmusic majors. 3-0-3\* Written Work: 2,000 words.

#### **MUL 1955 APPRECIATION OF MUSIC (FOREIGN STUDY)**

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis of intelligent listening and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MUL 1010. A special fee is charged. 3-0-3\*

#### **MUM 2031 POP VOCAL STYLE**

(Prerequisite: MUT 1111 or equivalent) This course is a study of various vocal styles of jazz and popular music. Included will be analyses of the singing of outstanding vocal stylists and methods for the students; technical development in this idiom. 0-2-1\*

**NOTE:** The letter "R" will be added to the common course number for each (MUN) music ensemble to indicate that credit may be earned one, two, three, or four times in each course.

A maximum of four semester hours credit in MUN courses may be applied toward the A.A. degree. Credit received for participation may be in addition to normal academic load.

#### **MUN 1120 CONCERT BAND**

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. 0-2-1\*

#### **MUN 1210 CONCERT ORCHESTRA**

This organization provides the opportunity for experience in the playing of various types of orchestral literature. All qualified students are eligible to enroll for credit or audit with permission of the department. 0-3-1\*

#### **MUN 1310 CONCERT CHORUS**

Membership is open to all students. Students participate in the study and performance of varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit. 0-3-1\*

#### **MUN 1420 WOODWIND ENSEMBLE**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the Classical Period through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. 0-2-1\*

#### **MUN 1430 BRASS ENSEMBLE**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. 0-2-1\*

#### **MUN 1440 PERCUSSION ENSEMBLE**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for the percussion ensemble. Music from the Renaissance through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. 0-2-1\*

#### **MUN 1492 GUITAR ENSEMBLE**

(Prerequisite: MVS 1116 and MVS 1117 or equivalent) This course is designed to give the student an opportunity to play in guitar ensembles ranging from duets to octets. The music will be taken from classical and jazz literature. Members are selected by audition. 0-2-1\*

#### **MUN 1710 JAZZ ENSEMBLE**

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by audition. 0-2-1\*

#### **MUN 1720 PACESETTERS**

This organization provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition and are also required to register for MUN 1310. 0-2-1\*

#### **MUS 0010 RECITAL SEMINAR**

Music majors meet together one hour a week each semester to attend lectures, work-shops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation is a requirement of students enrolled in applied music courses. 1-0-0\*

#### **MUS 1949 CO-OP: MUSIC I**

Co-op education in music is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job music assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **MUS 2949 CO-OP: MUSIC II**

This is a continuation of MUS 1949. 1-10-3\*

#### **MUT 1001 FUNDAMENTALS OF MUSIC**

This course covers the basic foundations of music, including the study of notation scales, key signatures, triads, major and minor keys, intervals, rhythm, keyboard orientation. Serves as a preparatory course to MUT 1111. 3-0-3\*

#### **MUT 1111 MUSIC THEORY I**

(Co-requisite: MUT 1241) This course begins with a short review of the basic foundations of music offered in MUT 1001. It consists of the study of harmonic practices in four-part writing, including primary chords in first and second inversion and cadences. This is a university parallel course for students majoring in music. 3-0-3\*

\*Lecture-Lab-Credit Hours

\*\*This course meets State Board of Education Rule 6A-10.30, Writing Skills.

\*Lecture-Lab-Credit Hours

**(Sophomore Level)**

<b>Brasses</b>	<b>Strings</b>
MVB 2321 Trumpet	MVS 2321 Violin
MVB 2322 Horn	MVS 2322 Viola
MVB 2323 Trombone	MVS 2323 Cello
MVB 2324 Baritone	MVS 2324 String Bass
Horn	MVS 2325 Harp
MVB 2325 Tuba	MVS 2326 Classical Guitar
<b>Keyboard</b>	MVS 2327 Bass Guitar
MVK 2321 Piano	MVS 2328 Jazz Guitar
MVK 2323 Organ	
MVK 2324 Jazz Piano	<b>Woodwinds</b>
	MVW2321 Flute
<b>Percussion</b>	MVW2322 Oboe
MVP 2321 Percussion	MVW2323 Clarinet
	MVW2324 Bassoon
<b>Voice</b>	MVW2325 Saxophone
MVV 2321 Voice	

**NSP 2558 CORONARY CARE NURSING**

This is a course for graduate nurses and involves the study of pathophysiology and electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. The course meets eight hours a day, five days a week, for four weeks and includes classroom and clinical experience. Resource people are used in areas of specialization. The course is approved by the Florida Heart Association and the student receives a certificate upon successful completion. The student applies for the course by contacting the Heart Association of Palm Beach County. 4-6-6\*

**NUR 1023C NURSING CONCEPTS (Fundamentals of Nursing)**

This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Therapeutic communication techniques are introduced to form a basis for better understanding of the patient as a person, and as a background for further study. Nursing Process is introduced with emphasis on patient assessment and the development of patient care plans. Clinical components include an on-campus lab and a hospital experience where basic skills and concepts are introduced and applied. 3-10-8\*

**NUR 1141 PHARMACOLOGY I**

This course covers drugs affecting the neurological and endocrine systems. It will focus on the depressants, stimulants, and neuroeffector drugs affecting the nervous system, as well as the effects of hormone therapy on the endocrine system disorders. 1-0-1\*

**NUR 1142 PHARMACOLOGY II**

This course covers drugs affecting the

cardiovascular system, coagulation, and respiratory system. It will focus on the cardiac glycosides, antiarrhythmic, antianginal, and antihypertensive agents, as well as coagulants and anticoagulants commonly used with disorders of the cardiovascular system. Common drugs of the respiratory disorders will focus on the bronchodilators, mucolytic, and expectorants. 1-0-1\*

**NUR 1143 PHARMACOLOGY III**

This course covers drugs affecting renal, gastrointestinal and immune systems; antibiotics/antifungals. This course will focus on drugs affecting the systems of renal, gastrointestinal, immune systems, and antibiotics and antifungals. 1-0-1\*

**NUR 1210C NURSING PROCESS I (Beginning Med-Surg.)**

(Prerequisite: NUR 1023C) This course, including the clinical component, introduces the student to medical/surgical nursing with emphasis on care of the patient experiencing the following: (a) surgery; (b) cardiovascular disorder; (c) respiratory; (d) male/female reproductive disorders; (e) eye/ear disorders; (f) hematologic disorders. 3-10-8\*

**NUR 2000 INTRODUCTION TO PROFESSIONAL NURSING**

This course is designed as a transitional course for the practical nurse who is becoming a professional nurse, and encompasses the areas of communication, management, nursing process and role transition. 1-0-1\*

**NUR 2130 HUMAN GROWTH AND DEVELOPMENT**

(Co- and/or prerequisite: PSY 2012) This course is designed to introduce the student to the principles and processes of normal growth and development. The student will understand and apply these concepts to specific age groupings, from conception through death. Health care implications and adaptations will be integrated with course content. Biological, psychosocial and societal biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on the use of therapeutic skills. 3-0-3\*

**NUR 2211C NURSING PROCESS 11-A (Chronic Med-Surg.)**

(Prerequisite: NUR 1210C) This course is designed to give the student an understanding of the problems and needs of clients with chronic illnesses. Emphasis is placed on identifying and meeting

these needs utilizing the problem-solving approach. Clinical experiences will be provided in a local hospital, home health agency, and an extended care facility to facilitate application of theory to practice and enable the student to see the role of the nurse in caring for the chronically ill client at various stages of illness/wellness and in different settings. 4-6-7\*

**NUR 2214C NURSING PROCESS II-D (Acute Med-Surg.)**

(Prerequisite: NUR 1210C) Building on the prerequisite science and nursing courses, this course is concerned with more acute nursing problems. Clinical experience is planned so that the student will have opportunities to refine certain skills, and will also be expected to utilize past learning as she/he is challenged to increasingly use her/his own initiative in solving problems. The student is increasingly concerned with the multiplicity of interrelated factors in the patient's state of health as she/he is taught to plan for patient's discharge. 4-6-7\*

**NUR 2310C NURSING PROCESS II-C (Pediatric Nursing)**

(Prerequisite: NUR 1210C) This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. 4-6-7\*

**NUR 2421C NURSING PROCESS II-B (Nursing Care of Childbearing Family)**

(Prerequisite: NUR 1210C) A family-centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, the postpartum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle, and the prevention of complications during this period. Clinical experiences and observations are available in local hospitals and other health agencies. 4-6-7\*

**NUR 2520C NURSING PROCESS II-E (Psychiatric-Mental Health Nursing)**

(Prerequisite: NUR 1210C) This course is designed to give the student an understanding of the principles, concepts and processes of psychiatric nursing. A thorough study of the various types of behavior presented by the mentally ill is presented with major emphasis on nursing

ing intervention into the problems presented by these patients. The current treatment modalities are reviewed with emphasis on the nurses' responsibilities. The spectrum of community resources available for the prevention of mental illness, and the treatment and rehabilitation of the emotionally disturbed person are stressed. 4-6-7\*

### **OCB 2013 INTRODUCTION TO MARINE SCIENCE**

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: OCB 2013L) This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-0-3\*

### **OCB 2013L INTRODUCTION TO MARINE SCIENCE LABORATORY**

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: OCB 2103) Laboratory for OCB 2013. 0-2-1\*

### **ORH 1010 INTRODUCTION TO HORTICULTURE**

This course involves a study of the science and practices underlying the occupations in ornamental horticulture. The course stresses plant classification, structure, growth, nutrition and propagation, as well as a broad review of horticultural applications. The course is designed for the beginning student with little or no knowledge of horticultural practices. A basic understanding of scientific principles will be helpful in meeting course objectives. 3-0-3\*

### **ORH 1510 ORNAMENTAL PLANT IDENTIFICATION I**

A course in the classification and identification of plants based on comparative plant anatomy, cultural differences, and landscape application or use. Trees, shrubs, palms, grasses and vines will be covered with in-depth discussion on a selected list of over 120 species. 3-0-3\*

### **ORH 1511 ORNAMENTAL PLANT IDENTIFICATION II**

A course in the classification and identification of South Florida plants based on comparative plant morphology, culture, and landscape application. Trees, shrubs, and palms will be covered with in-depth discussion on a selected list of over 120 species. 3-0-3\*

### **ORI 2000 ORAL INTERPRETATION OF LITERATURE**

This course emphasizes the basic principles of oral interpretation as applied to the interpretation of prose, drama and poetry. Primarily, it strives to teach the art of communicating to an audience the works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater, as well as individual interpretation, is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3\*

### **OST 1100 BEGINNING TYPEWRITING**

This course will cover Modules A, B, and C. In Module A, the student learns the keyboard. In Module B, the student learns vertical and horizontal centering, simple memoranda, personal and business letters. In Module C, the student learns to do tabulation, outlines, reports, and manuscripts with footnotes. 1-4-3\*

### **OST 1110 INTERMEDIATE TYPEWRITING**

(Prerequisite: OST 1100) This course covers Modules D, E, and F. In Module D, the student learns to do AMS letters, business letters with special features, and interoffice memoranda. In Module E, the student learns to do meeting agendas, news releases, meeting minutes, and labels with special features. In Module F, the student learns to do purchase orders, invoices, requisitions, bills of lading, reports, application letters, resumes, and financial statements. 1-4-3\*

### **OST 1141 KEYBOARDING FOR MICROCOMPUTER**

This course is designed as a course teaching "touch" level skills for alphanumeric keys with appropriate control. In addition, reaches to the 10-key pad and uses of all function keys will be introduced. 1-0-1\*

### **OST 1211 BEGINNING SHORTHAND**

(Co- or prerequisite: OST 1100 or the successful completion of a previous typing course). Basic principles of Gregg Shorthand Theory and Practice. A dictation skill of 50-to-70 words a minute is developed. 1-4-3\*

### **OST 1212 DICTATION AND TRANSCRIPTION**

(Prerequisite: OST 1211 or equivalent and OST 1110 or equivalent) This course is a continuation of OST 1211. A dictation skill of 70 to 100 words a minute is devel-

oped on new matter dictation, and transcription for mailability is emphasized. Gregg or Century 21 students who qualify may enroll in this class. 2-2-3\*

### **OST 1711 WORDSTAR I**

Basic editing commands will be presented and emphasis will be placed on gaining proficiency in all phases of revising, storing, retrieving, and printing, using WordStar word processing software. Method of instruction is through self-instructional laboratory projects. 2-2-3\*

### **OST 1722 WORDSTAR II**

This is an individualized course in which students will complete assignments involving advanced word processing techniques. Topics included in the course, but are not limited to merging, indexing, build-in macros, and user-defined macros. Emphasis will be placed on developing the student's ability to make extensive text revisions quickly and efficiently. 2-2-3\*

### **OST 1949 CO-OP: OFFICE EDUCATION I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job office education assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **OST 1991 TYPEWRITING (MODULE SYSTEM)**

All students taking typing at a campus using the module system will enroll in OST 1991. The course is divided into six modules — three each of beginning and intermediate. Students progress from one module to another as rapidly as they can. Grade and one hour credit is given for each module completed and is identified on the transcript by level. 1-4-3\*

### **OST 2335 BUSINESS COMMUNICATIONS**

(Prerequisites: ENC 1101; Beginning Typewriting or Keyboarding) The purpose of this course is to study the correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. Intensive review of sentence structure, punctuation, capitalization, and expression of numbers. 4-0-4\*

## **OST 2402 OFFICE PROCEDURES AND RECORDS MANAGEMENT**

(Co- or prerequisites: OST 1110 and OST 2335) This course is designed for students who aspire to professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situation. This course should be taken in a student's final semester. 4-0-4\*

## **OST 2601 MACHINE TRANSCRIPTION I**

(Co- or prerequisite: OST 1110 and OST 1330) This course is designed to develop the student's proficiency in transcribing pre-dictated material into mailable copy. 2-2-3\*

## **OST 2602 MACHINE TRANSCRIPTION II**

(Prerequisite: OST 2601 and OST 1110) The student will perfect his/her transcription skills acquired in Machine Transcription I. Emphasis will be placed on transcription speed and accuracy and the art of dictating. 2-2-3\*

## **OST 2711 WORDPERFECT I**

Basic editing commands will be presented and emphasis will be placed on gaining proficiency in all phases of revising, storing, retrieving, and printing, using WordPerfect word processing software. Method of instruction is through self-instructional laboratory projects. 2-2-3\*

## **OST 2722 WORDPERFECT II**

This is an individualized course in which students will complete assignments involving advanced word processing techniques. Topics included in the course, but not limited to, are merging, indexing, built-in macros, and user-defined macros. Emphasis will be placed on developing the student's ability to make extensive text revisions quickly and efficiently. 2-2-3\*

## **OST 2771 WORD PROCESSING MANAGEMENT**

Current word processing technology and its place in today's office systems, ergonomics of word processing systems, and productivity of word processing systems will be studied. Methods for analyzing the word processing needs of an organization, selecting a word processing system, installing the system, using DOS to manage hard disks and floppy disks, developing work procedures for the system, and managing people who work with the system will be presented. 3-0-3\*

## **OST 2949 CO-OP: OFFICE EDUCATION II**

This course is a continuation of OST 1949. 1-10-3\*

## **OTH 1001 INTRODUCTION TO OCCUPATIONAL THERAPY**

(Co-requisite: OTH 1800) This course introduces the student to the field of occupational therapy; the history, philosophy, and underlying concepts of the profession. It also includes an introduction to basic medical terminology. The student will practice reporting skills and will become familiar with professional publications. Special attention will be given to the responsibilities of service delivery in a variety of settings. 3-0-3\*

## **OTH 1121 THERAPEUTIC MEDIA (For OTH only)**

This course provides opportunities for the student to acquire competence in the area of: Skilled performance of minor craft activities, instruction of individuals and groups with emphasis on crafts, ordering of equipment and materials, and design and maintenance of activity files. Learning will be experiential, with demonstrations by the instructor involving student participation, student-instructed demonstrations and independent study projects. 1-2-2\*

## **OTH 1300C PSYCHIATRIC OCCUPATIONAL THERAPY**

(Prerequisites: OTH 1001, OTH 1800, PSY 2012; co-requisite OTH 1802) This course provides the student with an understanding of occupational therapy as an evaluative and treatment process for mental illness. Material covered includes: Review of mental health, abnormal psychology, past and current trends in service delivery. The student is introduced to activities therapy, models of treatment, the dyadic relationship and the group phenomena in OTA weekly lab gives the student the opportunity to experience and practice various group dynamics techniques. 2-2-3\*

## **OTH 1520C PEDIATRIC OCCUPATIONAL THERAPY**

(Prerequisites: DEP 2102, OTH 1800) The student will be introduced to the issues and concepts of OT in a pediatric setting with special emphasis upon the role of a COTA in a school setting. Areas of study will include developmental stages, developmental tasks, the role of play in a child's world, needs of exceptional children, sensory integration, the role of OT in pediatrics (tools of the profession) and identifying OT goals of treat-

ment. Weekly experiences in pediatric facilities will be coordinated with class work. 2-2-3\*

## **OTH 1800 OCCUPATIONAL THERAPY PRACTICUM I**

(Co-requisite: OTH 1001) This course provides weekly field trips to local occupational therapy departments and two months experience as a volunteer in nursing home activity programs and preschool programs for mentally retarded children, as well as several assignments of observation of acute care treatment being provided by registered occupational therapists. Weekly lectures provide information on adult growth and development, gerontology and the role of the COTA in activity programs. 1-3-2\*

## **OTH 1802 OCCUPATIONAL THERAPY PRACTICUM II**

(Prerequisite: OTH 1300C; Co-requisite: OTH 1520C) This course is presented in two segments. First the student will work as a volunteer with two different diagnostic groups. During the work experience (arranged individually by the student and work supervisor), the student will gain experience in patient contact, professionalism, and observation/reporting skills. The other segment requires classroom reporting of the experience. 0-3-1\*

## **OTH 2100C OCCUPATIONAL THERAPY ACTIVITIES LAB**

(Co-requisite: OTH 2420; Prerequisites: OTH 1001, OTH 1800) This course provides instruction in activities of daily living for the disabled, introduction to splinting and bracing with emphasis on purpose, proper application and daily care, development and use of forms and records, muscle testing, measuring joint range of motion, acquisition and use of equipment and materials, care of supplies and analysis of activities for use in rehabilitation. 1-4-3\*

## **OTH 2410 INTRODUCTION TO HUMAN DISEASE**

(Prerequisites: OTH 1001, OTH 1800, APB 1190, APB 1190L) This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of the traumatic, chronic and degenerative conditions commonly treated in physical medicine and rehabilitation. 3-0-3\*

## **OTH 2420 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED**

(Prerequisites: OTH 1001, OTH 1800,

OTH 2410, OTH 1121, DEP 2102) This course covers the occupational therapy treatment methods for the general medical, chronic degenerative and traumatic conditions commonly seen in occupational therapy clinics. The student will also have the opportunity to plan and carry out a professional oral report. 3-0-3\*

### **OTH 2840 SUPERVISED CLINICAL PRACTICE I**

(Prerequisites: All OTH courses) This course requires full-time field work for six weeks in an OT treatment program. The student gains clinical experience working with patients under the supervision of a Registered Occupational Therapist. The student adheres to all the policies and regulations of the clinic. 0-15-5\*

### **OTH 2841 SUPERVISED CLINICAL PRACTICE II**

(Prerequisite: OTH 2840) This course requires full-time field work for six weeks in an OT treatment program with a diagnostic group other than that chosen for OTH 2840. 0-15-5\*

### **OTH 2933 SEMINAR FOR CLINICAL PRACTICE**

(Co-requisite: OTH 2840, OTH 2841) This course meets once a month in a half-day seminar in conjunction with OTH 2840 and OTH 2841. The purpose of the seminar is to receive assignment information, to give professional case study reports (one per assignment), and to complete necessary preparation for the National Certification Examination. The student will also independently arrange three field trips during non-assigned clinic time. 1-0-1\*

### **PCB 2063 GENETICS**

(Prerequisite: BSC 1010) This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3

### **PCB 2063L EXPERIMENTS IN GENETICS**

(Co- or prerequisite: PCB 2063) The work consists of experimental determination of various genetic ratios mainly by the computer simulation, techniques and instruction. 0-2-1\*

## **GENERAL PHYSICAL EDUCATION**

### **PEL 1011 TEAM ACTIVITIES**

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag football and softball reviewed when in season. 0-2-1\*

### **PEL 1211 SOFTBALL**

This course includes skills, strategy, and application of rules for softball with opportunity given for development of officiating techniques. 0-2-1\*

### **PEL 1321 VOLLEYBALL**

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1\*

### **PEL 1346 BADMINTON**

This course offers instruction in basic skills and fundamentals with practice in singles and doubles. 0-2-1\*

### **PEL 1441 RACQUETBALL**

This course is designed to provide the student with basic skills, technique, knowledge, strategy, and application of rules in racquetball. 0-2-1\*

### **PEL 1621 BASKETBALL**

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usages. 0-2-1\*

### **PEL 2041 RECREATIONAL GAMES**

This course offers activities of a recreational nature with emphasis on participation in table tennis, deck tennis, frisbee, and other activities subject to staff approval. 0-2-1\*

### **PEL 2111 BOWLING**

This course includes the theory, the application and the practice of basic skills in bowling. 0-2-1\* (See Fee Schedule)

### **PEL 2121 GOLF**

This class is designed to offer instruction in the fundamental skills and the application of the rules of golf. 0-2-1\*

### **PEL 2141 ARCHERY**

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1\*

### **PEL 2341 BEGINNING TENNIS**

This course is designed to provide the student with basic skills, techniques, fun-

damentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1\*

### **PEL 2342 INTERMEDIATE TENNIS**

(Prerequisite: PEL 2341 or consent of instructor) This course is designed for the more advanced tennis student to pursue application of tennis skills by a combination of learning analyses, strategies and progressions of skills development 0-2-1\*

### **PEM 1104 PHYSICAL FITNESS**

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one's self and engage in a planned program for fitness. 0-2-1\*

### **PEM 1116 AEROBIC DANCE**

A basic course in the rhythmic movement of the large muscles, designed to enhance the muscle tone and flexibility of the body. 0-2-1\*

### **PEM 1146 JOGGING**

This course is for the purpose of giving the student some practical guidelines to becoming a jogger with each individual starting on his/her own program. 0-2-1\*

### **PEM 1152 PHYSICAL FITNESS II**

(Prerequisite: PEM 1104) This course is designed to acquaint the student with the six aspects of skill-related fitness. It will include activities for the development of balance, agility, coordination, speed, power, and reaction time. 0-2-1\*

### **PEM 1201 GYMNASTICS**

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars and trampoline. 0-2-1\*

### **PEM 1221 FUNDAMENTALS OF STUNTS, TUMBLING, AND GYMNASTICS**

This course is for the prospective physical education teacher. It is designed to give the student self-confidence, knowledge, and skills in acrobatic stunts, tumbling and gymnastics. 2-2-3\*

### **PEM 2405 SELF-DEFENSE**

Designed to develop self-confidence and abilities for self-defense in the event of an attack upon the person. Skills developed in use of personal means of defense, includes instruction in crime prevention by safeguarding person and property

through awareness. 0-2-1\*

### **PEN 1231 BASIC SAILING**

The purpose of this course is to provide a basic understanding of sailing, sail boats, sailing, skills, and water safety. 0-2-1\*

### **PEN 2113 LIFESAVING**

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Lifesaving Certificate. 0-2-1\* (See Fee Schedule)

### **PEN 2122 SWIMMING AND DIVING**

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. 0-2-1\* (See Fee Schedule)

### **PEN 2136 SCUBA DIVING**

This course is designed to provide the student with the knowledge and skills required for scuba diving. Certification cards will be issued upon successful completion of the course. 0-2-1\*

### **PEN 2150 ADVANCED SCUBA DIVING**

(Prerequisites: PEN 2136, PADI Scuba Diver Certification or equivalent) This course is designed to provide the certified scuba student with the knowledge and skills required for advanced scuba diving. Advanced Scuba Diver certification will be issued upon successful completion of the course. 0-2-1\*

### **PEN 2251 CANOEING**

This course will provide the opportunity for students to acquire the knowledge and necessary skills to be able to safely navigate a canoe. 0-2-1\*

### **PRE-PROFESSIONAL PHYSICAL EDUCATION**

**NOTE:** Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

### **PEO 1031 INDIVIDUAL SPORTS**

(Prerequisite: The student must be a declared major in physical education.) This course includes bowling, archery and golf. It is designed to provide the prospec-

tive physical education major with the basic fundamental strategies and skill progressions in archery, bowling and golf. 2-2-3\*

### **PEO 1323 VOLLEYBALL: FUNDAMENTALS AND OFFICIATING**

This course is for the prospective physical education teacher and is designed to give the student knowledge and skills in playing and officiating volleyball. 2-2-3\*

### **PEO 1510 FUNDAMENTALS OF SOCCER**

This course is for the prospective physical education teacher. It is designed to provide the student with the basic skills, strategies, and progressions in soccer. 1-2-2\*

### **PEO 2351 FUNDAMENTALS OF RACQUET SPORTS**

This course is for the prospective physical education teacher and is designed to give the student knowledge and skills in tennis, racquetball, and badminton. 2-2-3\*

### **PEO 2623 FUNDAMENTALS OF BASKETBALL**

This course is for the prospective physical education teacher. It is designed to give the student knowledge and skills in basketball. 1-2-2\*

### **PEP 2101 ESSENTIALS OF FITNESS**

This course is for the prospective physical education teacher and is designed to give a fundamental knowledge of physical fitness, fitness evaluation, and program planning. Each student will be required to learn the basic techniques of and be certified in CPR. 3-0-3\*

### **PEQ 2115 WATER SAFETY INSTRUCTOR**

(Prerequisite: PEN 2113) This course provides the individual with a strong teaching knowledge of basic strokes of swimming, life saving theory and techniques of rescue, safe basic small craft skills and to train the individual to stress safe practices in any aquatic activity. Successful completion certifies the student to become an American National Red Cross Water Safety Instructor. 0-2-1\*

### **PET 2000 INTRODUCTION TO PHYSICAL EDUCATION**

This course is for the prospective physical education teacher and is an introduc-

tion to physical education and related areas, including program, training and professional opportunities. 3-0-3\*

### **PGY 1101C INTRODUCTION TO PHOTOGRAPHY\*\***

This is an introduction to black and white photography. The camera's construction and operation is explained. Emphasis is on printing and darkroom procedures. 1-3-2\*

### **PGY 1105C ZONE SYSTEM**

(Prerequisite: PGY 1101C or equivalent) Film densities and relationships to exposures and developments are explored. The concept of visualization of photographs is discussed. 3-0-2\*

### **PGY 1110C COLOR PRINTING I**

(Prerequisite: ART 1201C; PGY 1101C or proof of capability in darkroom) This course is completed by the use of the additive system of exposure. A detailed instruction on how to mix and use color chemistry is given, along with color theory. 2-2-3\*

### **PGY 1111C COLOR PRINTING II**

(Prerequisite: PGY 1110C) This course is continued from Color Printing I, using the addition system of exposure. The study of color balance with color measurement in lab assignments is covered. 2-2-3\*

### **PGY 1265C PHOTO MATERIALS AND PROCESSES I**

(Prerequisite: PGY 1101C) This course covers the basics in sensitometry and densitometry. Film sensitivity and measurement of density in relationship to development are studied. 2-0-2\*

### **PGY 1265C PHOTO MATERIALS AND PROCESSES I**

(Prerequisite: PGY 1101C) This course covers the basics in sensitometry and densitometry. Film sensitivity and measurement of density in relationship to development are studied. 2-0-2\*

### **PGY 2109C FINE PRINT**

(Prerequisite: PGY 1101C and PGY 1105C) A comprehensive course on how to make a photographic print and obtain the desired qualities a photographer would want in a picture. Methods of stabilizing the print are covered. 3-0-2\*

### **PGY 2116C DYE-TRANSFER PHOTOGRAPHY**

(Prerequisites: ART 1201C, ART 1300C

\* Lecture-Lab-Credit Hours

\*\* Students in all photography courses will be required to furnish film, film developer, photograph paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM.)

and PGY 1101C) An introductory course in the making of photographic color prints by transferring dyes from matrices to mordant coated paper. Students learn darkroom techniques of color filtering, density control and color balance. There will be a study of dye transfer as it relates to commercial photography and photography as a fine art. 1-4-3\*

**PGY 2221C TECHNIQUES OF COMMERCIAL PHOTOGRAPHY\*\***  
(may be repeated one time)

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) A continuation of PGY 2440C, this course will emphasize portrait, product, and experimental photography while continuing the photography major's personal approach to his work. 1-4-3\*

**PGY 2440C EXPERIMENTAL PHOTOGRAPHY\*\*** (May be repeated one time)

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) A course designed for the art of photography. This course explores the visual elements and principles of design in a photographic way. Emphasis is placed on image and content. Concepts, various light sensitive materials, and technical aspects are explored. 1-4-3\*

**PHI 1000 INTRODUCTION TO PHILOSOPHY**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion, and socio-political development. 3-0-3\*

**PHI 1100 THE ART OF THINKING**

The principal objects of this course are to help the student think with more accuracy, clarity and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\*

**PHI 1600 ETHICS**

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and goals that are worth seeking in human life, using ethics as a science of conduct. 3-0-3\*

**PHY 2048 GENERAL PHYSICS WITH CALCULUS I**

(Co-requisite: MAC 2311 and PHY 2048L) This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and science. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat, transfer, change of phase, thermal behavior of gases, and thermodynamics. 4-0-4\*

**PHY 2048L GENERAL PHYSICS I AND GENERAL PHYSICS WITH CALCULUS I LABORATORY**

The laboratory portion of the courses, PHY 2053 and PHY 2048. It introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data and laboratory methods. 0-2-1\*

**PHY 2049 GENERAL PHYSICS WITH CALCULUS II**

(Prerequisite: PHY 2048; co-requisite: MAC 2312 and PHY 2049L) This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. 4-0-4\*

**PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY**

The laboratory portion of the course PHY 2054 and 2049. It is designed to illustrate various phenomena discussed in the lectures. 0-2-1\*

**PHY 2053 GENERAL PHYSICS I**

(Prerequisite: MAC 1104; co-requisite: PHY 2048L) This course is designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. This is the initial part of a two-term sequence and must be taken before PHY 2054. Topics included are: vector quantities, Newton's Laws, mechanical equilibrium, translation and rotation motion, energy and work, heat and thermal concepts. The laws of physics are presented with particular attention to environmental applications and daily experiences. 4-0-4\*

**PHY 2054 GENERAL PHYSICS II**

(Prerequisites: PHY 2053 and PHY 2048L; co-requisite: PHY 2049L) This is the second term of the general physics sequence. Topics studied are: electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. 4-0-4\*

**PLA 1003 INTRODUCTION TO LEGAL TECHNOLOGY**

This introductory course is designed to provide an overview of the training and purpose of legal assistants. It will examine the role of the lawyer and legal assistant in modern society, the ethical and professional practice standards applicable to both lawyer and assistant, and surveys the various fields of law that will be covered by the student during the program. 3-0-3\*

**PLA 1004 LEGAL WRITING AND RESEARCH I**

(Prerequisite: PLA 1003 and PLA 2223) This course will provide the student with information on how to write civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and appellate work. It also provides the student with an in-depth examination of the law library and the process of legal research. 3-0-3\*

**PLA 1203 PREPARING NEGLIGENCE CASES**

(Prerequisite: PLA 1004) A study of the basic law relating to civil wrong as applied to personal and property damage. Topics studied include intentional torts, negligence, strict liability, products liability, nuisance, liability of owners and of privacy, intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities. 3-0-3\*

**PLA 1949 CO-OP: LEGAL ASSISTANT I**

(Prerequisite: Completion of all courses outlined in Legal Assistant first year curriculum.) This coordinated work-study program reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experiences in the student's chosen career. The student and the teacher-coordinator determine the objective for the on-the-job legal assistant assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

\*Lecture-Lab-Credit Hours

\*\*Students in all photography courses will be required to furnish film, film developer, photograph paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM.)

**PLA 2114 LEGAL WRITING AND RESEARCH II**

(Prerequisite: PLA 1004) This is an advanced course in civil and criminal legal writing and research. 3-0-3\*

**PLA 2223 COURT SYSTEM: PROCEDURES AND PLEADINGS I**

(Co- or prerequisite: PLA 1003) A course designed to familiarize the student with the structure of both our State and Federal judicial system and their jurisdiction, and to introduce the student to the basic judicial process and its procedural aspects, including an introduction to State and Federal Rules of Courts. 3-0-3\*

**PLA 2233 COURT SYSTEM: PROCEDURES AND PLEADINGS II**

(Co- or Prerequisite: PLA 2223) A course designed to familiarize the students with the basics of civil and criminal causes of action through practical exercises in the proper drafting and use of the basic pleading forms used in State and Federal courts. 3-0-3\*

**PLA 2504 REAL ESTATE LAW AND PROPERTY TRANSACTIONS I**

(Co- or prerequisite: PLA 1004) Provides a survey of the more common types of real estate transactions and conveyances, such as deeds, contracts, leases, etc., and the problems encountered in drafting these and related documents. 3-0-3\*

**PLA 2513 REAL ESTATE LAW AND PROPERTY TRANSACTIONS II**

(Prerequisite: PLA 1004 and PLA 2504) An advanced course in Real Estate Law and Property Transactions. Students must have completed Real Estate Law and Property Transactions I. 3-0-3\*

**PLA 2603 ADMINISTRATION OF ESTATES I**

(Prerequisite: PLA 1004) Presents a survey of estate planning and administration, including the preparation of wills, trusts, probate forms and guardianship procedures. 3-0-3\*

**PLA 2763 LAW OFFICE MANAGEMENT**

(Prerequisite: PLA 1004) This course is designed to acquaint the student with fundamentals of management in general and application to the law office, including a study of office equipment utilized in

a law office, word processing system, filing system, library management, accounting and billing procedures. 3-0-3\*

**PLA 2803 FAMILY LAW**

(Prerequisite: PLA 1004) The study of such topics as divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements, and property disposition. 3-0-3\*

**PLA 2483 ADMINISTRATIVE LAW**

(Prerequisite: PLA 1004) A broad survey course which seeks to identify and describe the numerous areas of government; i.e., both State and Federal regulations of businesses and their activities, and in conjunction therewith to demonstrate the mechanics of government regulations and administrative procedures with respect thereto. 3-0-3\*

**PLA 2949 CO-OP: LEGAL ASSISTANT II**

(Prerequisite: PLA 1949) This course is a continuation of PLA 1949. 1-10-3\*

**POS 1001 INTRODUCTION TO POLITICAL SCIENCE\*\*\***

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3\* Written Work: 2,000 words.

**POS 2041 AMERICAN NATIONAL GOVERNMENT\*\*\*\***

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3\* Written Work: 2,000 words.

**POS 2112 AMERICAN STATE AND LOCAL GOVERNMENT**

A continuation of the study of the government of the United States; this course emphasizes the role of the national administration, our federal system as it relates to state government, including taxation problems, law enforcement and

the administration of justice, problems of metropolitan areas, interstate relationships, government regulations, operation of public utilities and public planning. 3-0-3\*

**PSC 1341 PHYSICAL SCIENCE FOR TODAY'S WORLD**

This course is designed for the non-science major. No mathematics beyond ratios, proportions and arithmetic is required, since mathematics will be kept to a minimum. The major emphasis of this course will be to choose concepts from such areas as the study of motion, energy, electricity and magnetism, waves and light, atomic and nuclear and chemistry; and then to use these concepts to develop an understanding of the everyday science that affects us all in today's world. Typical topics might include: how a camera works, space travel, radiation and its uses in medicine, lasers, contact lenses, rainbows, sunsets, solar energy, satellite communications, household wiring, music and chemistry of the kitchen. 3-0-3\*

**PSC 1513 EARTH SCIENCE**

This is an introductory course in science, including the study of astronomy, meteorology, geology, and oceanography. The dynamics of planet Earth are discussed in terms of its physical structure, its weather, and human impact. The Universe is studied in terms of current theory regarding its structure, evolution, and variety. This is a survey course which emphasizes scientific principles and concepts. Mathematics beyond arithmetic or prior scientific background is not required. There are no science prerequisites. 3-0-3\*

**PSY 2012 GENERAL PSYCHOLOGY**

Designed to provide a representative survey of psychology, this course scientifically explores various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group difference, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3\*

**REA 1001 COLLEGE PREPARATORY READING — LEVEL I\*\***

This developmental reading course is de-

\*Lecture-Lab-Credit Hours

\*\*EMS 2234 and EMS 2235 are designed specifically for individuals who are currently employed in Advanced Life-Support Agencies and have at least one (1) year's experience as a Florida State Certified EMT I.

\*\*\*These courses are required of all students entering the college with test scores indicating a need for development work, before embarking on the college-level curriculum.

\*\*\*\*The courses meet State Board of Education Rule 6A-10.30, Writing Skills.

signed for students whose placement test scores indicate the need for intensive training in basic reading skills. Major topics include vocabulary, comprehension, speed of comprehension, and reading-study skills. (Emphasis is placed upon literal reading skills.) Students passing this course are required to enroll in REA 1002. College preparatory credit. Graded Passing or Not Passing (P-N). Six contact hours per week.

### **REA 1002 COLLEGE PREPARATORY READING — LEVEL II\*\***

This course emphasizes a higher level of reading skills than that presented in REA 1001. Major topics include vocabulary, comprehension, speed of comprehension, and reading-study skills. (Emphasis is placed upon critical reading skills.) College preparatory credit. Graded Passing or Not Passing (P-N). Three contact hours per week.

### **REA 1205 ACCELERATED READING**

(Prerequisite: Adequate reading comprehension must be demonstrated by a GE (Grade Equivalent) of at least 12.0 on the comprehension section of an approved standardized test. The test will be administered during the first class meeting.) This advanced reading course is designed to help students achieve a higher level of reading speed and comprehension. Group discussion and activities will be supplemented by individual laboratory practice. 3-0-3\*

### **RED 1219 PHONICS FOR TEACHERS**

This course is designed to develop basic phonics skills needed as a basis for the teaching of reading. Phoneme-grapheme (sound-symbol) relationships will be emphasized. The use of structural analysis and/or context clues in combination with a phonetic attack in word-recognition will also be investigated. 3-0-3\*

### **REE 1040 REAL ESTATE PRINCIPLES AND PRACTICES — FREC I**

A study of the basic principles, practices and theories of real property, its economic value, legal implication, and relationship to the salesperson and broker. Includes a study of Florida Real Estate License Law. Successful completion required by Florida Real Estate Commission prior to filing application for state license examination for salesperson. 4-0-4\*

### **REE 1100 REAL ESTATE APPRAISAL I**

(Prerequisite: REE 1040 or consent of in-

structor) The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style, functional utility, building cost estimates and depreciation. 3-0-3

### **REE 1200 REAL ESTATE FINANCE**

(Prerequisite: REE 1040 or consent of instructor) A study of financial analysis, development financing, land acquisition, and structuring of real estate projects. Traditional and creative concepts, mechanisms for construction and permanent financing of single family housing, condominiums, shopping centers, office buildings, and rental apartment building will be covered. Loan contracts, mortgage analysis, governmental agencies and public policies will be reviewed. 3-0-3\*

### **REE 1949 CO-OP: REAL ESTATE I**

(Prerequisite: REE 1040 or consent of instructor) This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job real estate assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **REE 2440 ABSTRACTS AND TITLES I**

This course shall include a study of the history of Florida titles, abstracts and researching, conveyances and encumbrances; title insurance; escrows and closings; land descriptions; and legal problems affecting land title. 3-0-3\*

### **REE 2441 ABSTRACTS AND TITLES II**

(Prerequisite: REE 2440) This course shall be an intermediate level study relating to title matters, especially appropriate to Palm Beach County. Emphasis will be placed on three areas: (1) Land title description in detail; (2) Title examination and legal interpretations leading toward issuance of title insurance; (3) Title insurance, escrows and closings. (Available for students who have completed Abstracts and Titles I, or those whose experience meets with the approval of the instructor.) 3-0-3\*

### **REE 2041 REAL ESTATE PRINCIPLES AND PRACTICES — FREC II**

(Prerequisite: Active holder of Florida Real Estate Salesman's License for at least 6 months) A comprehensive course covering fields of study and materials required by the Florida Real Estate Commission to qualify for the Florida State Real Estate Broker's License. Applications must be approved before student are admitted to the course. 4-0-4\*

### **REE 2949 CO-OP: REAL ESTATE II**

This course is a continuation of REE 1949. 1-10-3\*

### **REL 1210 THE OLD TESTAMENT**

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding people through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 3-0-3\*

### **REL 1240 THE NEW TESTAMENT**

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study. 3-0-3\*

### **REL 2300 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD**

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shintoism, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3\*

### **RMI 1521 GENERAL PRINCIPLES OF INSURANCE INS-21**

A study of basic principles that underlie the entire field of insurance as well as the nature and operation of the insurance business. This course is the equivalent of the course listed as INS 21 in the Insur-

\*Lecture-Lab-Credit Hours

\*\*This course is required of all students entering the college with test scores indicating a need for developmental work, before embarking on the college-level curriculum.

ance Institute of America (IIA) catalog. 3-0-3\*

#### Examinations for Licensure:

Students who give evidence of successful mastery of concepts presented in RMI 1521 must be prepared to sit for the following license exams:

- 2-12 Fraternal Benefit
- 2-13 Industrial Life Including Disability
- 2-14 Ordinary-Variable Annuity
- 2-21 Motor Vehicle Physical Damage

#### **RMI 1522 PROPERTY INSURANCE INS-22\*\***

(Prerequisite: RMI 1521 or consent of instructor) A study of coverages, policy provisions, and concepts common to property insurance, including the standard fire policy, extended coverage endorsement, dwelling forms, crime insurance, business interruption forms, inland and ocean marine coverages, and the property coverages of various personal and commercial multiple-line contracts. This course is the equivalent of the course listed as INS 22 in the Insurance Institute of America (IIA) catalog. 3-0-3\*

#### **RMI 1523 CASUALTY INSURANCE INS-23**

(Prerequisite: RMI 1521 or consent of instructor) A study of coverages, policy provisions, and concepts to liability insurance policies, suretyship, the liability insurance aspects of multiline contracts, and life, health, and social coverages. 3-0-3\*

#### **RTE 1401C RADIOLOGICAL TECHNIQUE I**

This course includes a discussion of professional ethics, darkroom chemistry and technique, principles of radiographic exposure, radiographic positioning, and film critique.

**a. Professional Ethics** — to acquaint the student with good ethical principles; to outline the responsibilities entailed by becoming a member of a paramedical profession; to explain the relationship of the X-ray technician to other technicians, the patients, the radiologist, attending physician, and other members of the hospital staff.

**b. Darkroom Chemistry and Technique** — the objective of this course is to develop the knowledge and skills necessary for thorough and efficient darkroom procedures; to study the history and development of X-ray film and darkroom accessories; to gain a thorough knowledge of the chemical constituents of processing solutions and their functions; To ap-

preciate various types of darkroom and processing apparatus.

**c. Principles of Radiographic Exposure I** — the object of this course is to give the student a thorough understanding of the theory of X-ray technique and to correlate this knowledge with practical application, thus developing a thinking technician capable of devising a technique based on sound principles and practices.

**d. Radiographic Positioning I** — the object of this course is to provide instruction in the radiographic positioning of the bones of the body. This course will provide precise and detailed information on the various positions and demonstrate the necessity for different views to maintain correct detailed and proportion of parts. Emphasis will be placed on the extremities and spine of the body.

**e. Film Critique I, II, III, and IV** — to provide a forum for review, informal discussion and seminars on the quality of films being produced by the student and opportunity to offer him/her constructive criticism of his/her work.

#### **RTE 1800L APPLIED RADIOLOGICAL TECHNIQUE I**

#### **RTE 1402C RADIOLOGICAL TECHNIQUE II**

This course follows immediately after Radiological Technique I, and includes the positioning of the patient, radiographic exposure, common procedures using contrast media, nursing procedures, techniques of pediatric radiography, and film critique.

**a. Radiographic Positioning II** — to give the student instruction in the more difficult and radiographic positions, supplementing and adding to the basic principles of positioning as given in Radiographic Positioning I. Emphasis is placed on the skull and organs of the chest, abdomen, and pelvis.

**b. Principles of Radiographic Exposure II** — to give the student instruction in the use of cones, diaphragms, collimators, filters, grid screens, and film and the effect each has on the radiograph.

**c. Common Procedures Using Contrast Media** — to acquaint the student with common procedures in radiography involving the use of contrast media, the equipment and media used and the reactions and contradictions of these media.

**d. Nursing Procedures** — to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of

the X-ray technician in various nursing situations.

**e. Pediatric Radiography** — to acquaint the student with the importance of having a definite method of procedure with young children; to explain its advantages, which include the saving of film and time of the operator, as well as minimizing the amount of radiation to the patient.

#### **RTE 1810L APPLIED RADIOLOGICAL TECHNIQUE III**

#### **RTE 2403C RADIOLOGICAL TECHNIQUES III**

This advanced course goes into greater detail on positioning, radiographic exposure, radiation protection, special protection, special radiographic procedures, and film critique.

**a. Radiographic Positioning III** — to position procedures. Non-routine radiography of the extremities, abdomen, the vertebral column, bones of the skull, paranasal sinuses, mastoid sinuses, and thoracic contents.

**b. Principles of Radiographic Exposure III** — to give the student a complete and thorough knowledge of the manipulation of exposure factors through the completion of problems and experiments. To learn the basic principles needed to construct technique charts for all situations and exposure factors.

**c. Radiation Protection** — this course provides instruction in the various ways and means of protecting that part of the patient not being treated and other personnel in the room from the effects of ionizing radiation. Also covers radiation dosimetry and detection, maximum permissible doses and levels of radiation.

**d. Special Procedure** — to acquaint the student with the specialized and highly technical procedures in radiography, the equipment and contrast media used, and the general indications for each examination.

#### **RTE 2404C RADIOLOGICAL TECHNIQUE IV**

This course is designed to give the student basic training in radiation therapy and nuclear medicine, intraoral radiography, equipment maintenance, departmental administration. Also, film critique IV is covered in this course.

**a. Radiation Therapy and Nuclear Medicine** — this course is designed to meet the basic requirements for training of technicians in radiation therapy. It is slanted towards the student whose train-

\*Lecture-Lab-Credit Hours

\*\*Successful completion of Pro-81, 82, 83 earns the "Accredited Insurance Advisor."

ing is primarily in the field of diagnostic X-ray technology, but whose subsequent employment may include duties in radiation therapy.

The student is acquainted with those commonly employed radium and radioactive isotopes, emphasis being placed upon the storage and handling of radioactive materials and the protective measures which must be taken in their use. Lectures are supplemented by occasional visits to the therapy department.

**b. Intraoral Radiology** — to provide the student with an understanding of the anatomy and contours of the teeth and mouth and the geometry of image formation of this area. To familiarize him/her with the essential equipment and accessories used in dental radiography.

**c. Equipment Maintenance** — to give the student instruction in the detection and correction of simple difficulties which interfere with or prevent the proper function in the equipment or accessories, as well as fundamentals of preventive maintenance to avoid expensive breakdowns.

**d. Departmental Administration** — to acquaint the student with the organization, function, supervision, and financial arrangements relative to departments of radiology. To present correct departmental intra- and interdepartmental relationships such as those pertaining to attitudes and policies relative to personnel management.

**e.** To acquaint the student with certain changes that occur in disease and injury and their application to X-ray technology. An understanding of these should enable the technician to handle seriously ill or injured patients more intelligently and to produce more informative radiographs. This is not intended to be a detailed course in pathology.

#### **RTE 2840L APPLIED RADIOLOGICAL TECHNIQUE IV**

#### **RTE 2950L APPLIED RADIOLOGICAL TECHNIQUE III**

#### **RTE 2860L APPLIED RADIOLOGICAL TECHNIQUE V**

Practical application of knowledge acquired in above technique courses. Each student will be assigned work under direct supervision in the hospital X-ray department on a weekly basis. In this capacity, he will receive instruction and gain experience in patient handling, operation of equipment for radiography, fluo-

roscopy and exposure techniques. Periodic conferences will be held with students regarding hospital experience. Although this is a laboratory course, students will be encouraged to make use of textbooks, library references and professional publications to further their knowledge of X-ray technology.

#### **RTV 2000 FUNDAMENTALS OF TELEVISION PRODUCTION**

Principles of television studio practice and successful programming. Instruction and demonstrations in the basic skills and performance techniques for television. 3-0-3\*

#### **SLS 1211 OPTIMAL SELF-DEVELOPMENT**

This course is designed to provide the student with information about theories of optimal self-development and methods for achieving this goal. The self-directed activities provide an opportunity for self-understanding and for initiating a personally chosen self-change. 3-0-3\*

#### **SLS 1301 CAREER DEVELOPMENT**

This course is designed to instruct students in career decision-making and employability skills. The student will assess his/her interests, values, skills, personality and academic strengths to relate these to occupations and college majors. Communication skills, job search strategies, resume writing and interviewing skills will also be covered. 3-0-3\*

#### **SLS 1501 COLLEGE SURVIVAL SKILLS**

This course is designed to assist students in developing and improving notetaking, test taking and study skills. Time management and stress management and stress management techniques will also be covered, as well as methods to reduce test anxiety. Students will assess and examine their individual learning styles and will learn how to adjust their methods of learning and study habits to accommodate their preferences and weaknesses. 1-0-1\*

#### **SOP 2740 FEMINIST PSYCHOLOGY**

Focusing upon the historical and currently changing roles of women, this course will emphasize psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory practices, men's liberation, and the women's movement. The impact on behavior of psychological constraints is examined within an experiential framework. Students are encouraged to explore their at-

titudes, interests, and aspirations to stimulate self-awareness and facilitate personal growth. 3-0-3\*

#### **SOS 1102 SOILS AND FERTILIZERS**

A course in the study of soil characteristics, classifications, testing and plant nutrition. Management of soils and amendments for specific horticultural purposes by understanding soil reaction and types and uses of fertilizers. 3-0-3\*

#### **SPC 1050 VOICE AND DICTION**

This course is designed to provide a knowledge of the vocal mechanism and its function; to improve vocal quality and expressiveness, articulation, and pronunciation; and to give instruction and practice in using the International Phonetic Alphabet for speech improvement. 3-0-3\*

#### **SPC 1300 INTRODUCTION TO INTERPERSONAL COMMUNICATION**

This course introduces the students to the communication skills needed in one-on-one relationships. Topics included are perception, self-awareness, conflict, and listening. The emphasis is on student awareness of communication problems and skills in relationships. Many experiential activities are included. 3-0-3\*

#### **SPC 1600 FUNDAMENTALS OF SPEECH\*\***

This course trains the student in the basic principles and techniques involved in effective speaking communication. The student develops poise and confidence through constant practice in presenting various materials via many speech communication experiences. The emphasis also lies on individual development and improvement. 3-0-3\* Written work: 2,000 words.

#### **SPC 1601 PUBLIC SPEAKING**

(Prerequisite: SPC 1600 or equivalent or permission of the Division Chairperson) This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, extensive practice in the more specialized types of speech communication experiences most common to those who frequently are called upon to give speeches in public. 3-0-3\*

#### **SPN 1120 ELEMENTARY SPANISH I**

A basic knowledge of Spanish grammar and composition, reasonable pronunciation

\*Lecture-Lab-Credit Hours

\*\*This course meets State Board of Education Rule 6A-10.30, Writing Skills.

tion, and familiarity with the life and cultures of native speakers of the language is provided in this course. 4-0-4\*

### **SPN 1121 ELEMENTARY SPANISH II**

This course is a continuation of SPN 1120. The purpose of this course is to reinforce the basic skills previously acquired by students. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. 4-0-4\*

### **SPN 2200 INTERMEDIATE SPANISH I**

(Prerequisite: SPN 1121 or equivalent) Objectives of this course are an in-depth comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture and native speakers of the language through reading and discussions of Spanish-American history. The language laboratory is optional by instructor. Subject to proficiency testing. 3-0-3\*

### **SPN 2201 INTERMEDIATE SPANISH II**

(Prerequisite: SPN 2200 or equivalent) This course is a continuation of SPN 2200. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language through lectures, reading and discussions of the history of Spain. The language laboratory is optional by instructor. Subject to proficiency testing. 3-0-3\*

### **SPN 2240 INTERMEDIATE CONVERSATIONAL SPANISH I**

(Prerequisite: SPN 1121 or equivalent) This course is designed to provide the student with the necessary skills to converse in the language. Short dialogues and readings based on daily living experiences will serve as topics for discussion and conversation in Spanish. Intensive oral practice is emphasized. 3-0-3\*

### **SPN 2241 INTERMEDIATE CONVERSATIONAL SPANISH II**

(Prerequisite: SPN 2240 or equivalent) This course is a continuation of SPN 2240. The topics for conversation are broader in scope, including current events, news and related topics. Intensive oral practice is emphasized. 3-0-3\*

### **SSI 1949 CO-OP: SOCIAL SCIENCE TRAINING**

Co-Op Education in Social Science is a coordinated work-study program which reinforces the educational and professional growth of the student through par-

allel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job social science assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **SSI 2949 CO-OP: SOCIAL SCIENCE TRAINING II**

This is a continuation of SSI 1949. 1-10-3\*

### **STA 2014 STATISTICS**

(Prerequisite: MAT 1033 or equivalent OR permission of Mathematics Division Chairperson) This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hypergeometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation and coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3\*

### **SUR 1100 BASIC SURVEYING**

(Co-requisite: MTB 1321) A study of the elementary theory and practice of plane surveying including taping, differential leveling, angle measurements, stadia, note reduction, traverse closure and associated computation. 2-2-3\*

### **SUR 2101 SURVEYING I**

(Co-requisite: MTB 1322) This course includes field measurement techniques, taping corrections, angles by repetition, differential leveling, note reduction, instrument adjustments, traverse closure and area computation. 2-4-4\*

### **SUR 2201C SURVEYING III**

(Prerequisite: SUR 2101, MTB 1322) This course is a study of elements of route surveying and design; transportation systems; reconnaissance; preliminary; location surveys; circular curves, vertical curves; spirals; earthwork; mass diagram; super-elevation; and sight distances. 2-4-4\*

### **SUR 2301 TOPOGRAPHIC MAPPING AND PHOTOGRAMMETRY**

(Prerequisites: SUR 2101 and ETD 2544 or equivalent) A study of the procedures and techniques for map construction by

field and photogrammetric means. Topics include control surveys, stadia, geometry of photographs, flight planning, photogrammetric measurements and equipment, map construction, earthwork volumes and applications. 3-0-3\*

### **SUR 2400 LEGAL ASPECTS OF SURVEYING I**

(Prerequisite: SUR 2101 or suitable experience) A study of the legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys; legal descriptions; property transfer; re-surveys; subdivision plats; surveyor in court; and water boundaries. 3-0-3\*

### **SUR 2401 LEGAL ASPECTS OF SURVEYING II**

(Prerequisite: SUR 2400) A study of the following: land planning, condo surveys, wetlands determination, minimum technical standards, waiver platting, rezoning, DNR, EPA, SFWMD, etc., regulations; surveyors; interface with engineers, architects and landscape architects. 3-0-3\*

### **SUR 2402 LAND SURVEYING AND DESCRIPTIONS**

(Prerequisite: SUR 2400 and SUR 2610C or suitable experience) A study of the construction of land descriptions and techniques of surveying the boundaries of a described parcel of land; metes and bounds descriptions and surveys; lots and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys (including all associated computations) 3-0-3\*

### **SUR 2460 SUBDIVISIONS**

(Co- or prerequisite: ETD 2544 and SUR 2201C or suitable experience) A study of plat construction from tract description to final record plat, plat drafting; necessary computations; lettering; meaning of legal parts; and current plat laws and regulations. 3-0-3\*

### **SUR 2500 ELECTRONIC AND GEODETIC SURVEYING**

(Prerequisite: SUR 2610C) This course consists of EDM theory, calibration, distance measurements and reductions; map projections, state plane coordinates; practical astronomy, spherical trigonometry, observations for time, latitude, azimuth, line of position; least squares, theory, and applications. 2-4-4\*

### **SUR 2610C SURVEYING II**

(Prerequisite: SUR 2101, MTB 1322) Er-

rors and error analysis; precision specifications design; traverse computations; adjustment methods; area; missing elements; line and curve intersections; precise leveling; angle and distance measurements. 2-4-4\*

### **SYG 1012 INTRODUCTION TO GLOBAL STUDIES**

This course introduces the student to the realities of current global problems; changing demographic patterns, food and energy resources, the structure of international relations with an emphasis on the development and encouragement of a global perspective on the part of a sophisticated citizenry for an age of interdependence. 3-0-3\*

### **SYG 1440 INTRODUCTION TO THE SOCIAL SCIENCES\*\***

This course introduces the student to the various disciplines of the social sciences which are interrelated and do not exist as distinct entities. The forces and factors that produce patterns of human interrelationships are examined with special emphasis on such basic institutions as the family, school, church and business. An underlying emphasis in the course is the meaningful significance of ongoing human culture. 3-0-3\* Written Work: 2,000 words.

### **SYG 2000 INTRODUCTION TO SOCIOLOGY\*\***

This course offers students a standard core of basic sociological concepts essential for the understanding of organized social life. The primary goal of the course is to acquaint the student with the "sociological perspective" as an approach to understanding human behavior.

The course focuses upon the sociological methods of data analysis, culture, socialization, social interaction, social structure, gender roles, education, religion, social movements, social institutions, sociological theories, demographic processes, and social change. These broad areas form the individual units of study covered during the semester. 3-0-3\* Written Work: 2,000 words.

### **SYG 2010 AMERICAN SOCIAL PROBLEMS**

(Prerequisite: SYG 1440 or permission of the department chairperson) This course explores some of the major social prob-

lems now confronting American society — such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of press-

ing concern in the area of South Florida. 3-0-3\*

### **SYG 2340 LIFE STYLES AND FAMILY RELATIONSHIPS**

A study of the continuum of human intimacy and attraction from the sociological and social psychological perspective, examines varieties of human intimacy arrangements with main emphasis on marriage and the family. Alternative life styles are also discussed. 3-0-3\*



\* Lecture-Lab-Credit Hours

\*\* These courses meet State Board of Education Rule 6A-10.30, Writing Skills.

**SYG 2361 DEATH AND DYING**

This course focuses on the various issues and complex problems associated with death and dying resulting from changes in society itself. It encompasses a full range of topics, from grief, funeral practices, and widowhood to suicide, life beyond death, and the moral and ethical issues related to this subject of universal, compelling interest. 3-0-3\*

**SYG 2950 TRAVEL/STUDY: BRITISH SOCIOLOGY(1)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on one of the following: British Life and Institutions I, II, III, or IV; the United Kingdom Economy I and II; All British Society, Medieval English Society 1066-1500; The People of Shakespeare's England; Life, Literature, and Art in the Middle Ages 1000-1500; An Introduction to the English Legal System; Britain in the International Business World; The English Educational System; Applied Economics — A United Kingdom Perspective; Roman, Saxon, and Viking in Britain; British Politics Today; Modern Management Practices in Britain; The Economics of Britain and the Third World; Political Thought in England, 1650-1950; Contemporary British Society. 3-0-3\*

**SYG 2951 TRAVEL/STUDY: BRITISH SOCIOLOGY(2)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on two of the following: British Life and Institutions I, II, III, or IV; the United Kingdom Economy I and II; All British Society, Medieval English Society 1066-1500; The People of Shakespeare's England; Life, Literature, and Art in the Middle Ages 1000-1500; An Introduction to the English Legal System; Britain in the International Business World; The English Educational System; Applied Economics — A United Kingdom Perspective; Roman, Saxon, and Viking in Britain; British Politics Today; Modern Management Practices in Britain; The Economics of Britain and Practices in Britain; The Economics of Britain and the Third World; Political Thought in England, 1650-1950; Contemporary British Society. 6-0-6\*

**TAX 2000 FEDERAL INCOME TAX I**

(Prerequisite: ACG 2001 or permission of instructor) An introductory course in federal, state and local business taxes designed for students desiring an Associate in Science Degree in Accounting Tech-

nology. Preparation of individual federal income tax returns and tax planning for the individual are emphasized. May not be transferable to a senior institution. 3-0-3\*

**TAX 2010 FEDERAL INCOME TAX II**

(Prerequisite: TAX 2000 or equivalent) This course is a continuation of TAX 2000, with primary focus on corporate income taxes. It will also include taxation of partnerships, estates and trusts, and practice before the Internal Revenue Service. May not be transferable to a senior institution. 3-0-3\*

**THE 1000 INTRODUCTION TO THE THEATER**

This course presents a general approach to organization theater and is especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. 3-0-3\*

**THE 1020 TECHNIQUES OF DRAMATIC ART**

This course is a study of the theater showing the relationships of various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3\*

**THE 1949 CO-OP: THEATER I**

Co-op Education in Theater is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job theater assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**THE 2721 THEATER FOR A CHILDREN'S AUDIENCE**

The aim of this course is to analyze the theory of children's theater, to survey its development within the American theatrical scene, to study its function within the American community, and to pursue materials available for use with and for children. 3-0-3\*

**THE 2949 CO-OP: THEATER II**

This course is a continuation of THE 1949. 1-10-3\*

**TPA 1210 FUNDAMENTALS OF STAGECRAFT**

This course presents lectures and classroom demonstrations in the construction, painting, and handling of scenery, makeup, and the making of properties. Crew hours are required. 3-0-3\*

**TPA 1211 ADVANCED STAGECRAFT**

(Prerequisite: TPA 1210) This course is a continuation of TPA 1210 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets along with the principles of stage lighting in classroom demonstrations and experiences. 3-0-3\*

**TPP 2100 ACTING I**

(Prerequisite: THE 1020 or special permission of the division chairperson) A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3\*

**TPP 2110 ACTING II**

(Prerequisite: TPP 2100 or special permission of the division chair) This course is a continuation of TPP 2100 with special emphasis on the various processes of developing characterization. The student also studies the script in depth to discover the relationships that affect the character. Students will study methods of auditioning, prepare a resume, and present monologues and scenes for stage performance. 3-0-3\*

**TPP 2510 MOVEMENT FOR THE THEATER**

This course is an introduction to the study, analysis, and application of various styles of movement required in theatrical productions. Special emphasis is on preparing the student to use physical characteristics appropriate for a play placed in a particular locale and time. Study of body language, analysis of movement, types and rhythms of movement and pantomime will be included in the course. 3-0-3\*

**WOH 1012 ANCIENT AND MEDIEVAL CIVILIZATIONS**

This course delves into the theories of historical causation, the origin of life upon our planet, and the emergence of major cultures. It delineates the characteristics

of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3\*

### **WOH 1022 MODERN CIVILIZATIONS**

A continuation of WOH 1012, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3\*

### **ZOO 1013 GENERAL ZOOLOGY LECTURE**

(Prerequisite: BSC 1010; co-requisite: ZOO 1013L) An introductory course dealing with the structure, functioning, embryology, and evolutionary relationships of representatives of the major animal phyla culminating in man. 3-0-3\*

### **ZOO 1013L GENERAL ZOOLOGY LABORATORY**

(Prerequisite: BSC 1010; co-requisite: ZOO 1013) This laboratory includes observation of representative groups of the animal kingdom. 0-2-1\*

### **ZOO 2713 COMPARATIVE VERTEBRATE ANATOMY**

(Prerequisites: ZOO 1013, ZOO 1013L; co-requisite: ZOO 2713L) This course deals with the early embryology and the development of the organ systems for the main classes of vertebrates. In addition, this course discusses the origins and classification of the chordates. 3-0-3\*

### **ZOO 2713L COMPARATIVE VERTEBRATE ANATOMY LABORATORY**

(Co-requisite: ZOO 2713) The laboratory includes the examination and dissection of representatives of the major classes of vertebrates. The work in the laboratory includes the dissection of the lamprey, shark, Necturus and cat. 0-4-1\*



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Home Economics 1966-86  
B.S., University of Alabama  
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**RADER, JENNINGS B.**  
Engineering Technology  
Department 1961-72 PBJC Central  
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Department 1972-84  
A.A., Pfeiffer College  
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**RICHARDSON, MARGARET B.**  
Librarian 1959-88  
B.S., Alabama State College  
M.S. in L.S., Atlanta University

**ROBERTS, BENJAMIN S.**  
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B.S., Georgetown University  
M.A., Florida State University

**ROYALL, WALTER H.**  
Data Processing 1965-76  
B.A., McMaster University

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Music 1959-70  
Chairperson, Music Department  
1970-83  
B.M., M.M., Florida State University

**SAILE, MARCIA C.**  
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A.B., Houghton College  
M.A., University of Michigan

**SCHILD, MILDRED M.**  
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A.B., Florida State University  
M.A., University of North Carolina

**SEEMAYER, DELORES**  
Health 1966-88  
R.N., Tampa Hospital  
B.S.N.E., M.S., Florida State University

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Chairperson, Nursing  
Department 1959-69  
R.N., Washington University School  
of Nursing  
B.S., M.A., Columbia University

**SMITH, RICHARD M.**  
Art 1969-80  
B.A., University of Missouri  
M.A. Washington University

**SWEET, RAYMOND W.**  
Mathematics 1964-83  
B.A., M.A., State College of Iowa

**THOMAS, MILTON U.**  
1967-85  
B.S.Ed., State Teachers College,  
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M.A.Ed., (AV), Appalachian University

**TRAVIS, RICHARD, L.**  
Mathematics 1962-72  
Asst. Chairperson, Mathematics 1972-81  
Chairperson, CPI Department 1981-85  
B.S., M.S., New York State College

**TRICHLER, JAMES R.**  
Dental Laboratory Technology 1965-79  
C.D.T.

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Social Science 1966-70  
Chairperson, Law Enforcement  
Department 1970-79  
A.A., George Washington University  
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University

**WARNER, LEON B.**  
Guidance 1963-75  
A.B., Union College  
M.Ed., University of Rochester

**WHITMER, DON C.**  
Engineering Technology 1957-64  
Chairman, Engineering Tech. Dept.  
1964-71  
Dean, Occupational Studies 1971-82  
B.S., Iowa State College  
M.A., University of Alabama

**WIDDOWS, RUTHANNA R.**  
Business/Retailing 1966-81  
B.S., Miami University  
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**WING, RUTH A.**  
Mathematics 1962-66  
Chairperson, Mathematics Department  
1966-86  
B.A., Westminster College  
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Librarian 1974-75  
Assistant Director Library Services III  
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Librarian 1982-84  
Director of Campus LLRC/North 1984-89  
B.S./Ed., Clarion State College  
M.S./L.S., University of Pittsburgh



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# PALM BEACH COMMUNITY COLLEGE • APPLICATION FOR ADMISSION

Incomplete forms or forms without application fee will not be processed.

Type or print in ink.

- Have you taken ANY workshops or courses (credit or non-credit) at PBCC? YES ☐ NO ☐  
If yes, when? \_\_\_\_\_. If no or if workshop or non-credit, A NON-REFUNDABLE \$10 APPLICATION FEE (\$25 FOR INTERNATIONAL STUDENTS) MUST ACCOMPANY APPLICATION (check or money order, US dollars only). This fee is not valid for more than one year from the term you indicate in the next item.  
(Effective Winter Term 1990 the application fee for domestic applicants will be \$15)
- Term you plan to enter: ☐ August, 19\_\_\_\_ ☐ January, 19\_\_\_\_ ☐ May, 19\_\_\_\_ ☐ June, 19\_\_\_\_
- Check the campus you plan to attend. Return your APPLICATION and FEE to THAT CAMPUS. INTERNATIONAL APPLICATION and FEE must go directly to CENTRAL CAMPUS.  
☐ CENTRAL CAMPUS, 4200 Congress Ave., Lake Worth, FL 33461  
☐ NORTH CAMPUS, 3160 PGA Blvd., Palm Beach Gardens, FL 33410  
☐ GLADES CAMPUS, 1977 College Dr., Belle Glade, FL 33430  
☐ SOUTH CAMPUS, P.O. Box 3095, Boca Raton, FL 33432
- In what program or curriculum do you plan to major?  
If seeking a degree from Palm Beach Community College, indicate ☐ AA, ☐ AS  
If not, indicate ☐ Non Degree, ☐ Audit. Selective Admissions Programs (Dental, Nursing, etc.) require completion of an additional Admissions Packet for each area.
- Social Security Number (Not required for International Applicants) \_\_\_\_\_
- EXACT LEGAL NAME

## OFFICE USE ONLY:

APPLICATION FEE \_\_\_\_\_  
DELINQUENCY FORM \_\_\_\_\_  
ACCEPTANCE LETTER \_\_\_\_\_  
SEX \_\_\_\_\_  
RESIDENCE \_\_\_\_\_  
BIRTH DATE \_\_\_\_\_  
AD DATE \_\_\_\_\_  
CLASS \_\_\_\_\_  
BASIS \_\_\_\_\_  
RACE \_\_\_\_\_  
CTNSHP \_\_\_\_\_  
LANG \_\_\_\_\_  
HDCP \_\_\_\_\_  
H'S CODE \_\_\_\_\_  
H'S GPA \_\_\_\_\_  
FL STUDENT \_\_\_\_\_  
NO \_\_\_\_\_  
MED \_\_\_\_\_

- LOCAL ADDRESS  
No./Street \_\_\_\_\_  
City, Town \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- PERMANENT ADDRESS  
No./Street \_\_\_\_\_  
City, Town \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- PHONE \_\_\_\_\_ Local \_\_\_\_\_ Bus \_\_\_\_\_
- FLORIDA RESIDENT? \_\_\_\_\_ How Long? \_\_\_\_\_
- EMERGENCY CONTACT  
Include address and phone number if different from above \_\_\_\_\_
- SEX ☐ M ☐ F 13. BIRTHDATE \_\_\_\_\_ 14. BIRTHPLACE \_\_\_\_\_  
Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ City/State \_\_\_\_\_ Country \_\_\_\_\_
- RACE/ETHNIC ORIGIN ☐ White-Non Hispanic ☐ Asian ☐ American Indian ☐ Black-Non Hispanic ☐ Hispanic  
(Required for Office of Civil Rights Reports)
- HANDICAP STATUS: Please indicate whether you have any handicapping condition ☐ YES or ☐ NO.  
(Optional for EEO reporting purposes only)

GENERAL INFORMATION

- High School or Upper Secondary School. Indicate which received: Diploma, certificate of completion, or GED

NAME OF SCHOOL	CITY/STATE	DATE OF GRAD OR GED

FL STUDENT NO.: \_\_\_\_\_

- List all Postsecondary Colleges or Universities you have attended.  
Omission of any constitutes falsification of records and voids application.

NAME OF INSTITUTION	LOCATION	DATE OF ATTENDANCE MO/YR From To	DEGREE RECEIVED

- Official transcript must be requested from and sent directly to the campus you plan to attend by EACH School (High School or College).
- List ALL NAMES under which you attended the above schools \_\_\_\_\_

EDUCATIONAL DATA

OVER

# PALM BEACH COMMUNITY COLLEGE • ADMISSION PROCEDURES

## FIRST-TIME-IN-COLLEGE Freshmen or Undergraduate Students transferring from another college or university:

1. **APPLICATION:** Complete the Application form in detail and forward it to the Admissions Office at the campus you plan to attend. International Applications must be sent directly to the Central Campus regardless of the campus you plan to attend. Attach \$10 Application Fee (\$25 if foreign).
2. **TRANSCRIPTS:** Send the transcript request form to the high school last attended. Transfer students must request that official transcripts be sent directly from each previous college or university attended.
3. **RESIDENCE AFFIDAVIT:** Complete the appropriate section of this form. Court records are required for proof of legal guardianship.
4. **PLACEMENT TEST:** Each first-time-in-college student must furnish test scores from the ACT or SAT test prior to registering for classes. If you have not yet taken either test, make an appointment to take the ACT test at the testing center on the campus where you will register. (CENTRAL 439-8053, GLADES 996-3055, NORTH 622-2440, SOUTH 338-2207).
5. **SPECIALIZED PROGRAMS:** If you plan to enter one of the following selective admissions programs, you must request the separate application packet for the specific program from the Central Admissions Office after November 1st. Selections are made from March through May, depending on program.  
DENTAL ASSISTING, DENTAL HYGIENE & DENTAL LAB TECH • OCCUPATIONAL THERAPY ASSISTANT  
NURSING (Except LPN to RN and Advanced) • PARAMEDIC • DIETETIC TECH
6. **RECORDS:** Any student falsifying application records will be subject to immediate dismissal without refund. All credentials submitted become the property of the college and can not be returned.
7. **ACCEPTANCE:** Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon our receipt of all required documents, including high school transcript, GED or transcripts of all previous college work attempted.
8. **CAREER CENTER:** If you are unsure of your college major or career objectives, or are in need of a job, call 439-8056 for an appointment.
9. **HANDICAPPED STUDENTS:** Support services are available through the career center. If you need any special assistance, call 439-8057.

<b>CITIZENSHIP</b>	<p>1. <input type="checkbox"/> U.S. Citizen    2. <input type="checkbox"/> Permanent Resident Alien*    3. <input type="checkbox"/> Refugee*    *Must submit copy of immigration card</p> <p>4. <b>FOR NON-U.S. CITIZENS ONLY</b>    Country of Citizenship _____    Admission No. _____</p> <p>What VISA do you presently hold? <input type="checkbox"/> F1    <input type="checkbox"/> B1,2    <input type="checkbox"/> E1,2    <input type="checkbox"/> L1,2    <input type="checkbox"/> None    <input type="checkbox"/> Other _____</p> <p style="text-align: right;">I-94 Expiration Date: _____ MO _____ YR</p> <p>What VISA are you applying for? <input type="checkbox"/> F1    <input type="checkbox"/> None    <input type="checkbox"/> Other _____</p> <p>Which institution issued your last I-20? _____ did you attend? <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p><b>FOREIGN APPLICANTS PLEASE SEE SEPARATE ADDITIONAL REQUIREMENTS.</b> Students attending on Visas do not qualify for classification as Florida residents for tuition purposes.</p> <p>5. Is English your native language? <input type="checkbox"/> YES, <input type="checkbox"/> NO. If No, English Proficiency Test (TOEFL or MTELP) is required.</p>	<b>CITIZENSHIP</b>
<b>STATEMENT</b>	<p><b>RESIDENCY STATEMENT</b></p> <p>Section 240.1201 (2)(a) Florida Statutes, states that "To qualify as a resident for tuition purposes: 1. A person or, if that person is a dependent child, his parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to qualification".</p> <p>Residency exemptions for tuition purposes:</p> <p><input type="checkbox"/> 1. Active duty military personnel stationed in Florida, their spouses, and dependent children.</p> <p><input type="checkbox"/> 2. Full-time instructional and administrative personnel employed by Florida public schools, community colleges, and institutions of higher learning as defined in Section 228.041, F.S., their spouses, and dependent children.</p> <p>If residency eligibility is based on an exemption, please indicate category one or two above. <b>PLEASE READ AND SIGN THE APPROPRIATE STATEMENT BELOW.</b> If the statement is executed by other than a natural parent, a copy of the court order assigning guardianship is required.</p>	<b>STATEMENT</b>
<b>NON RESIDENT</b>	<p>I do not meet the 12-month residency requirement as stated above. I declare under penalty of perjury punishable by law as a misdemeanor under Section 837.06, Florida Statutes, that all of the foregoing application and residency statements are true, complete, and correct.</p> <p>Executed on this date _____ Signature of applicant 18 years of age or older _____</p> <p style="text-align: center;">_____ Signature of parent or legal guardian of applicant under 18 years of age.</p>	<b>NON RESIDENT</b>
<b>RESIDENT</b>	<p>I qualify as a legal resident of Florida as defined above. I declare under penalty of perjury punishable by law as a misdemeanor, under Section 837.06 Florida Statutes, that all of the foregoing application and residency statements are true, complete, and correct.</p> <p>Executed on this date _____ Signature of applicant 18 years of age or older _____</p> <p style="text-align: center;">_____ Signature of parent or legal guardian of applicant under 18 years of age</p>	<b>RESIDENT</b>

**STUDENT:** Please send this request form to your high school, or if you have attended college, send one to each college.

**PLEASE SEND MY HIGH SCHOOL OR COLLEGE TRANSCRIPT TO:**

**OFFICE OF THE REGISTRAR  
PALM BEACH COMMUNITY COLLEGE  
4200 Congress Avenue  
Lake Worth, Florida 33461**

Name of High School

Name of College

My name is \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Birth date \_\_\_\_\_ Date first enrolled \_\_\_\_\_  
Month Day Year

Social Security No. \_\_\_\_\_ Date last enrolled \_\_\_\_\_

Graduate? Yes ☐ No ☐ Date: \_\_\_\_\_

My records will be  
found under name \_\_\_\_\_  
Last First Middle

**THIS SIGNED FORM AUTHORIZES THE RELEASE OF A COPY OF MY TRANSCRIPT TO THE OFFICE OF THE REGISTRAR, PALM BEACH COMMUNITY COLLEGE.**

Rev 3/86 R-118

Student Signature

**STUDENT:** Please send this request form to your high school, or if you have attended college, send one to each college.

**PLEASE SEND MY HIGH SCHOOL OR COLLEGE TRANSCRIPT TO:**

**OFFICE OF THE REGISTRAR  
PALM BEACH COMMUNITY COLLEGE  
4200 Congress Avenue  
Lake Worth, Florida 33461**

Name of High School

Name of College

My name is \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Birth date \_\_\_\_\_ Date first enrolled \_\_\_\_\_  
Month Day Year

Social Security No. \_\_\_\_\_ Date last enrolled \_\_\_\_\_

Graduate? Yes ☐ No ☐ Date: \_\_\_\_\_

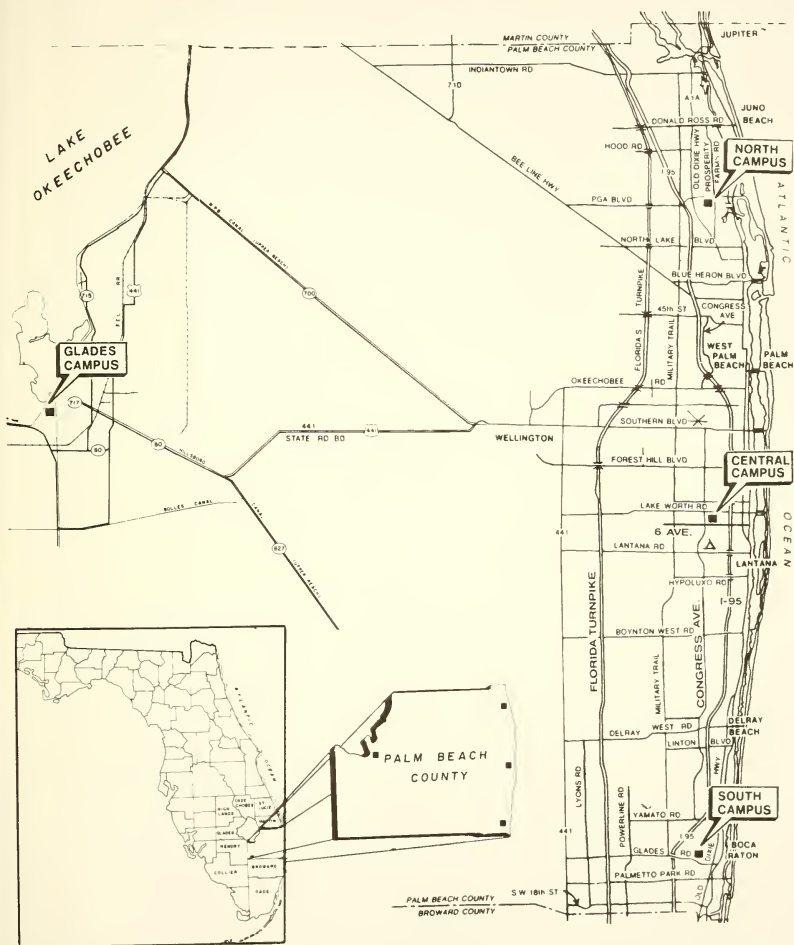
My records will be  
found under name \_\_\_\_\_  
Last First Middle

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Rev 3/86 R-118

Student Signature





Central Campus, 4200 Congress Avenue, Lake Worth, FL 33461  
 Glades Campus, 1977 College Drive, Belle Glade, FL 33430  
 North Campus, 3160 PGA Boulevard, Palm Beach Gardens, FL 33410  
 South Campus, 500 NW 20th Street, Boca Raton, FL 33431

**PBCC - SERVING PALM BEACH COUNTY  
FROM FOUR LOCATIONS**

Palm Beach Community  
College Central  
4200 Congress Avenue  
Lake Worth, FL 33461-4796  
Tel. (407) 439-8000

Palm Beach Community  
College Glades  
1977 College Drive  
Belle Glade, FL 33430-3699  
Tel. (407) 996-3055

Palm Beach Community  
College North  
3160 PGA Boulevard  
Palm Beach Gardens, FL 33410-2893  
Tel. (407) 622-2440

Palm Beach Community  
College South  
500 N.W. 20th Street  
Boca Raton, FL 33431-8415  
Tel. (407) 367-2200











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